

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002238
Grade 23**

INSPECTION & ENFORCEMENT FIELD SUPERVISOR

DEFINITION OF CLASS:

This is administrative and first-level supervisory work assigning, reviewing and overseeing the activities of employees engaged in performing field inspections and investigations, for the purpose of ensuring compliance with the codes, regulations and laws applicable to enforcement activities in fields such as Housing, Alcohol and Tobacco, or Animal Services Code Enforcement. Employees in this class must regularly interact with a diversity of individuals or entities including private business owners and various other interested parties. The level of interpersonal interaction requires the ability to effectively convey information, as well as the competence to independently resolve issues and/or disputes. The level of interaction with the public in the course of performing inspections and overseeing the inspection and enforcement activities of subordinate personnel is regular and ongoing.

An employee in this class must have extensive knowledge of program specific inspection and investigation work to provide training and supervision to subordinate personnel, to conduct difficult and complex field inspections, to resolve multifaceted issues and to respond to complaints or unusual situations. Under general direction, the employee is expected to independently plan and carry out assigned duties in conformance with established objectives and methodology. The nature of the work requires evaluative thinking, as well as the ability to identify and apply the appropriate standards to a diversity of issues and circumstances. Outcomes are measured in terms of meeting established goals. The guidelines are numerous and specific and require the employee to identify and consistently apply the appropriate and applicable standard to atypical situations. The work consists of duties involving a variety of processes and methods requiring analysis, problem solving, planning, organizing and decision making. The employee is responsible for assigning and reviewing the work of subordinate personnel, enforcing established work policies and procedures and coordinating general work activities. Work activities are performed in both an office setting and at inspection sites. The employee is regularly exposed to all types of weather conditions and may encounter aggressive or hostile behavior while conducting inspection and enforcement activities. The work requires light physical effort including climbing flights of stairs, long periods of walking and standing and occasionally lifting objects weighing up to fifty pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provides supervision and technical guidance, assistance and training to assigned personnel.
- Distributes work to assigned employees; reviews completed inspection reports for uniformity of action and compliance with codes, regulations, practices and procedures and recommends additional/alternative action when appropriate.
- Resolves difficult enforcement and interpretation problems related to the inspection work of assigned activity.
- Reviews inspection practices and procedures for effectiveness and compliance with regulatory standards, develops and recommends revisions or amendments.

- Advises senior level department/agency staff of potentially controversial matters and significant issues involving code enforcement activities.
- Originates, reviews, and maintains various inspection and investigation reports and records.
- Prepares and/or oversees the collection of information and communicates or presents the data in required format to other departments, agencies, legal and/or regulatory entities.
- Conducts field inspections for training purposes, to accommodate staff shortages, and when difficult or unprecedented situations are presented.
- Investigates complaints and unusual or sensitive situations.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the laws, codes, regulations and policies applicable to assigned program area.
- Extensive knowledge of inspection and enforcement methods and techniques.
- Ability to interpret and explain the laws, codes, regulations and policies applicable to assigned program area.
- Ability to supervise and provide training to a group of personnel engaged in
- Performing field inspection and enforcement activities.
- Ability to prepare and maintain a variety of records and reports.
- Ability to effectively interact with a broad range of individuals for the purpose conveying information, responding to inquiries or resolving issues and problems.
- Ability to attend meetings and perform assignments at locations outside the office.
- Ability to communicate clearly and effectively, both orally and in written format.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of relevant and progressively responsible experience in code and/or law enforcement work, three (3) years of which must be in the field of inspection and code enforcement work in designated program area.

Education: Associates of Arts Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: March 2001

Revised: June 2001

August 2013