

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

**Code No. 002254
Grade 21**

HOUSING CODE INSPECTOR II

DEFINITION OF CLASS:

This is professional investigation/inspection and code compliance/enforcement work performed to ensure compliance with housing codes, ordinances and standards and related codes. The work requires application of a broad range of specialized knowledge, methods and techniques addressing investigation, inspection, and code compliance/enforcement work as well as deterioration of neighborhood housing stock and overall appearance and conditions. Contacts involve consultation with business owners and managers, contractors, landlords and homeowners/renters in order to conduct code-related investigations, inspections, provide code-related advice, resolve code compliance problems, and agree on how compliance can be achieved. In addition to contacts related to code compliance and enforcement, employees in this class provide assistance to individuals (e.g., homeowners, property owners) seeking action to correct neighborhood deterioration or prevent potential code violation situations.

Employees in this class conduct field investigations and inspections; explain and interpret codes; attempt to obtain voluntary compliance; issue orders and summonses; prepare reports and correspondence; provide continuing assistance to homeowners/property owners in targeted neighborhoods; and gather evidence and prepare cases for, and testify in court as expert witnesses. Work is typically performed under the general supervision of an administrative superior. Assignments require evaluative thinking, independent selection and application of a variety of technical methods, standards, codes and ordinances. Assignments include unusual, non-standard cases requiring the application of judgment and ingenuity to identify root causes of problems; analyze overall conditions and determine the most appropriate resolution in light of legal and other mitigating factors. Work is reviewed through conferences and reports submitted. The adequacy and effectiveness of investigations and inspections affect the well-being of County residents. Performance of a variety of assignments involves assembling and categorizing information, examining this information to determine its significance or meaning, and determining and taking appropriate action. Work is performed primarily outdoors in all weather conditions and involves regular exposure to cold, heat, rain, and/or dust. Employees conduct investigations and inspections and respond to complaints occasionally late at night and/or during early morning hours. Employees conducting investigations and inspections and responding to complaints involving private residences and commercial establishments occasionally encounter hostility or aggressive behavior. The majority of this work requires long periods of walking and standing, climbing stairs, and occasionally lifting objects weighing from twenty to fifty pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

- Conducts investigations and inspections of, investigates complaints concerning, and enforces codes and standards for single, multi-family, and rental dwellings related to source and quality of water supply; general maintenance of grounds; construction and maintenance of garages, driveways, fences, walls, sidewalks, exterior stairs, roofs, chimneys, foundations, exterior walls, gutters,

downspouts, porches, and exterior electrical wiring; general maintenance of interior walls, ceilings, and floors; safety and quality of interior electrical system wiring and plumbing; freedom from rodents and insect infestations; location, construction and maintenance of doors and windows, and presence of screens and smoke detectors; size and adequacy of sleeping and living space per number of residents; solid waste disposal; tall grass/weeds; etc.

- Prepares and signs reports and correspondence notifying property owners of violations and required corrective action; develops schedules for corrective action based on type and quantity of violations.
- Conducts follow-up inspections to monitor compliance; determines action necessary in cases of non-compliance (e.g., second warning, civil citation, initiation of court orders to abate violations, condemnation of property).
- As required, coordinates settlement agreements with the property owner's legal counsel and the County Attorney's office.
- Confers with property owners, tenants, and/or civic associations to identify physical conditions contributing to neighborhood deterioration and discuss alternate strategies/methods (i.e., housing code enforcement, financial assistance, environmental enhancements, etc.) necessary to improve overall condition and appearance of neighborhoods.
- Maintains up-to-date knowledge of construction methods and materials.
- Maintains records of investigation and inspection findings, and conferences/meetings with property owners and tenants.
- Prepares cases referred for prosecution; searches records to accurately identify property owners, ensures accuracy and currency of inspection findings; and testifies in court as an expert witness.
- Refers cases to other County departments for follow-up in specialized areas such as hoarding, overcrowding, zoning, and rubbish.
- Works with the Police Department, Regional Service Centers and other agencies on initiatives related to crime prevention through environmental design programs (e.g., landscaping, lighting).
- Drives to many locations in the assigned geographical area throughout the normal work day to conduct investigations and inspections and meet with property owners, tenants, landlords, and representatives of civic and homeowners associations.
- Coordinates with other municipalities and local jurisdictions to conduct investigations and inspections on and around shared boundaries.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of Federal, State and County ordinances and regulations relating to the housing code enforcement program.
- Considerable knowledge of investigation, inspection, compliance, and enforcement methods and techniques.
- Considerable knowledge of technical housing standards, methods, materials and equipment.
- Considerable knowledge of Federal, State and County resources available to communities to assist in the improvement of overall neighborhood conditions and appearance.
- Ability to explain and interpret Federal, State, and County laws, codes, and regulations to individuals and business representatives in a clear, tactful and persuasive manner in order to encourage voluntary compliance.
- Knowledge of the geography of Montgomery County.
- Ability to communicate clearly and effectively, both verbally and in writing.

- Ability to read construction drawings and blueprints.
- Knowledge of computer applications relevant to housing code activities.

MINIMUM QUALIFICATIONS:

Experience: Four (4) years of code compliance/enforcement and/or law enforcement work, one (1) year of which must be in housing field investigation or field inspection.

Education: Graduation from an accredited college or university with a bachelor's degree.

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

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time, performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

LICENSE:

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

MEDICAL EXAM PROTOCOL: Core exam.

Class Established: July 1992

Classification Study: March 1999 (M)

Classification Study: January 2008 (M)

April 2010

August 2013

October 2013

Formerly Titled: "Housing Code Enforcement Inspector II"