

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

**Code No. 002255
Grade 19**

HOUSING CODE INSPECTOR I

DEFINITION OF CLASS:

This is entry and developmental level professional investigation, inspection and code enforcement work to ensure compliance with housing codes, ordinances and standards and related codes. The work requires application of specialized knowledge, methods, and techniques addressing investigation, inspection and code enforcement work. Contacts involve consultation with business owners and managers, contractors, landlords, homeowners and renters in order to provide code-related advice, resolve code compliance problems, and agree on how compliance can be achieved. In addition to contacts related to code enforcement, employees in this class provide assistance to individuals (i.e., homeowners, property owners) seeking action to correct neighborhood deterioration or prevent potential code violation situations.

Employees in this class perform and document routine field investigations and inspections. They sometimes work with more experienced employees to conduct difficult investigations and inspections. Work also involves explaining and interpreting codes, attempting to obtain voluntary compliance, recommending enforcement action, preparing reports/drafting correspondence, attending training courses, gathering evidence and preparing cases for court. Work is typically performed under close supervision of a higher graded employee or supervisor. An employee in this class uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. Assignments require evaluative thinking, selection and application of a variety of methods and standards, and are carried out in accordance with applicable codes, ordinances, and established guidelines. Work is reviewed through observation, conferences, and reports submitted. The adequacy and effectiveness of investigations and inspections affects the well-being of County residents. Performance of the work involves solving problems through some analytical procedure such as assembling and categorizing facts or information, examining the facts or information to determine their significance or meaning, and deciding what action is necessary and appropriate. Work is primarily performed outdoors in all weather conditions and involves regular exposure to cold, heat, rain, and/or dust. Employees occasionally conduct investigations and inspections and respond to complaints late at night and during early morning hours. Employees conducting investigations, inspections and responding to complaints 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 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, 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.

- Drafts correspondence and prepares reports notifying property owners of violations and required corrective action; develops schedules for corrective action based on type and quantity of violations.
- Confers with property owners and tenants concerning alternate methods for correcting violations and sources of financial assistance.
- Conducts follow-up inspections to monitor compliance, and recommends further enforcement action.
- Participates in formal and on-the-job training to enhance technical knowledge, skills and abilities; e.g., obtains and maintains up-to-date knowledge of construction methods and materials.
- Maintains records of investigations and inspection findings, and conferences with property owners and tenants.
- Prepares cases referred for prosecution by searching records to accurately identify property and owners.
- Refers cases to other County departments for follow-up in specialized areas such as zoning and rubbish.
- Drives to many locations throughout the normal work day to conduct investigations and inspections and to meet with property owners, tenants, landlords, and representatives of civic and homeowner associations.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of, or the ability to obtain knowledge of, all applicable codes, regulations, and practices pertinent to County housing code functions, and related functions.
- Knowledge of investigation, inspection, and enforcement methods and techniques.
- Ability to explain and interpret Federal, State, and County laws, codes, and regulations to individuals and business representatives and to persuade others to comply.
- Knowledge of, or the ability acquire knowledge of, computer applications relevant to housing code activities.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to read construction drawings and blueprints.

MIMIMUM QUALIFICATIONS:

Experience: Two (2) years of code compliance/enforcement and/or law enforcement work or in work directly related to 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.

LICENSE:

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

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.

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 I"