



**City of Annapolis**  
**Office of Human Resources**  
 145 Gorman Street, 2<sup>nd</sup> Fl  
 Annapolis, MD 21401-2535

[personnel@annapolis.gov](mailto:personnel@annapolis.gov) • 410-263-7998 • Fax 410-295-7999 • TDD 410-263-7943 • [www.annapolis.gov](http://www.annapolis.gov)

## Position Vacancy Announcement

Position	<u>Deputy Property Maintenance Inspector - Contractual</u>	Opening date	<u>April 14, 2015</u>
Department	<u>Neighborhood &amp; Environmental Program</u>	Closing date	<u>May 14, 2015</u>
Salary range	<u>\$30,000.00 - \$50,000.00</u> - <u>Depending upon experience</u>		

### General statement of duties

Regular work week up to 28 hours per week and, after hours and weekend inspections throughout the City to ascertain compliance with and enforcement of municipal codes, ordinances, and noise and nuisance regulations in order to investigate overcrowding, noise complaints and related property use complaints and does related work as required.

### Distinguishing features of the class

Inspection work is performed under the general supervision of the Senior Property Maintenance Inspector and is reviewed for accuracy and for validity of conclusion reached and follow-up action. A close working relationship is maintained with the Annapolis Police Department and other City offices to research ownership of property, and State and Federal agencies to coordinate investigation and inspection efforts.

### Examples of work (illustrative only)

- Work evenings, nights and weekends as necessary to investigate, observe and gather evidence of violations of the City Code and ordinances as they relate to housing, noise complaints and other possible municipal violations;
- Conduct technical inspection, patrol as and when necessary to investigate complaints and possible violations to ensure compliance of the City housing codes, ordinances;
- Measure noise decibels at residential and commercial properties using a decibel meter;
- Work with landlords, tenants and homeowners to encourage code compliance in the community and to reverse the deteriorating conditions within the community;
- Conduct evaluative thinking, independent decision making for the methods, codes and include unusual cases requiring judgment and ingenuity;
- Handle a substantial case load which ranges from performing individual inspections on single-family, multi-family dwelling units, rooming houses, bed & breakfast, inns and hotels for lighting, ventilation, sanitation, fire prevention, egress, occupancy, aesthetic appearance, maintenance and uses;
- Conduct Section Eight inspections (Federal) housing inspections following Federal criteria using the same procedures and follow-through as for City inspections;
- Handle complaint generated inspections; driving to locations on a daily basis; identifying code violations and those involving unsafe conditions, condemned, unsafe structures for fire and safety hazards; overgrowth, abandoned vehicles; explaining and interpreting codes, ordinances;
- Prepare reports, correspondence, issue civil citations, daily logs for supervisors, maintain records on all inspections conducted; prepare information for court cases; testify in court as an expert witness;
- Provide advice and recommendations to community associations; discuss alternative methods to improve the conditions and appearance of the neighborhoods throughout the City of Annapolis;
- Coordinate with State, Federal and County government agencies for code compliance;
- Work sensitively and provide education to and with different culturally and diverse population to ensure code compliance; regularly interact with diverse individuals and entities including private business owners;
- Convey information effectively, as well as the competence to independently resolve issues and/or disputes;

- Review municipal codes regularly and recommend revisions as necessary to keep up with changing technology;
- Look for construction sites that might be doing work without permits;
- Perform other duties as required and assigned both in the field and the office.

### **Required knowledge, skills and abilities**

Ability to interpret municipal housing codes, City of Annapolis laws, rules and regulations; good knowledge of all phases of building construction, including knowledge of plumbing and electricity; ability to recognize and define, safety, health and fire hazards; ability to communicate with dwelling and building owners, contractors, and the public to effect compliance with pertinent housing codes, laws, ordinances, rules and regulations, and to issue citations when required; ability to prepare written reports, keep detailed records and represent the City in all situations; ability to understand, effectively issue and carry out oral and written instructions; ability to inspect structures daily that may be unpleasant, and locations that may be less than desirable; ability to work in fast paced atmosphere.

### **Acceptable experience and training**

Some recent job-related law enforcement and investigation experience or related field, housing inspection and completion of a high school course or GED, supplemented with at least 2 years of college related courses; or any equivalent combination of experience and training which provides the required knowledge; skills and abilities.

### **Additional requirements**

Must possess International Code Council (ICC) certification as Property Maintenance and Housing Inspector or obtain same within 6 months of employment. Possession of a Maryland State driver's license or the ability to obtain same within 30 days of employment. Obtain certification for the operation of a noise meter within 6 months of employment.

### **Americans with Disabilities Act**

Physical ability	Ability to perform required inspections on sites; ability to stand, crouch, climb stairs, walk, climb ladders, and ambulate over rugged terrain and through buildings and deteriorated structures; ability to withstand exposure to rodents, insects, etc.; ability to withstand working in all extreme weather conditions; ability to operate a motor vehicle; ability to operate standard office equipment including copier, computer fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability	Sufficient to observe violation of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.
Hearing ability	Sufficient to hold conversation with other individuals both in person and over a telephone and/or two-way radio.
Speaking ability	Sufficient to communicate effectively with other individuals in person and over a telephone and/or two-way radio.

Freedom from mental disorders which would interfere with performance of duties as described.

### **Application process**

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.