

CITY OF BOWIE
Code Compliance Officer /Code Compliance Officer Trainee
Community Services Department

DUTIES: The incumbent will be trained to perform skilled work of a paraprofessional nature, insuring compliance with various City Codes that effect property maintenance, rental housing, zoning and permits. Officer will be responsible for gaining compliance with City Codes through education and enforcement. Must be able to organize material, write reports and communicate well with residents, property owners and other professionals. Will represent City at Administrative Review Board Hearings and District Court. Workdays are Tuesday through Saturday with Friday office duty requirement. General work hours are Tuesday through Friday 8:30 a.m. to 5 p.m. and Saturday 7 a.m. to 3:30 p.m. These hours are subject to change based on mission or community needs.

Minimum Qualifications:

- High School Diploma or equivalent
- Relevant experience as a code enforcement officer or equivalent
- Knowledge of municipal, county and state housing codes, rules and regulations and legal proceedings
- Proficiency with Microsoft Office software packages
- Possess a valid driver's license
- Officer Level requires at least 1 year experience as a Code Compliance Officer and AACE/ICC Property Maintenance Certification
- Officer Trainee must be capable of gaining mastery of the job responsibilities within 6 months
- Upon completion of a one year fully successful evaluation as an Officer Trainee and attainment of the AACE/ICC Property Maintenance Certification, the incumbent will be promoted to the Code Compliance Officer Position.

Preferred Qualifications:

- Post High School education or training related to building trades
- Experience involving housing, zoning or building regulations and civil court preparation and testimony
- Completion of Maryland Fire and Rescue Institute, Fire Inspector I course or equivalent.

****COVID-19 vaccination required in order to qualify for this position***

SALARY:

Code Compliance Officer Trainee \$24.53 Hourly; Code Compliance Officer \$28.03 Hourly

HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: WWW.CITYOFBOWIE.ORG AND CLICK ON THE EMPLOYMENT LINK.

APPLICATION DEADLINE: FRIDAY, APRIL 7, 2023, BY 5:00PM

All applicants MUST submit a completed City of Bowie employment application in order to be considered for this opportunity.

The City of Bowie is a drug and alcohol-testing employer. EOE