

**CITY OF BOWIE**  
**Senior Code Compliance Officer**  
**Community Services**

**SENIOR CODE COMPLIANCE OFFICER:** Responsible for both administrative and field officer work assisting in the daily operation of the Division, managing difficult City code violations and programs including Commercial Property inspections and enforcement, coordinating with various County and State agencies as needed, training new Code Officers and processing abatement orders.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Two (2) years of experience as a Code Compliance Officer or equivalent or equivalent combination of education and experience.
- Proficiency with Microsoft Office software packages.
- Possess a valid driver's license.
- International Code Council (ICC) Property Maintenance and Housing Inspector certification
- Compliant with the training requirements of the National Incident Management System (NIMS) within three (3) months of hire.
- ICC Zoning Inspector Certification within six (6) months of hire.
- Maryland Fire and Rescue Certification as a Fire Inspector I within six (6) months of hire.

**PREFERRED QUALIFICATIONS:**

- Associates Degree in a related field.
- One (1) year experience in Commercial and/or Residential building inspection.
- Bilingual - preferably Spanish
- Extensive knowledge and use of smart phones, tablets, computer programs and applications and other technology used by Code including aerial mapping, ArcGIS, PG Atlas and Google.

**SALARY: \$29.97 Hourly**

**APPLY ONLINE:** Employees must access this job through the Employee Self Service portal in order to see it and apply for the position. The steps are listed below to access a job ad through ESS

- 1) Go to city website at [www.cityofbowie.org](http://www.cityofbowie.org)
- 2) Scroll to bottom of home page and select Employees at the very bottom
- 3) This opens Employee Portal Page – select link for employee self service
- 4) Opens Employee Self Service log in page. Username is first initial and last name and the password should be requested from HR(first time only). You will be prompted to change the password, upon initial login
- 5) Once logged in, it will open Employee Self Service homepage.

- 6) Click Employment Opportunities link on left hand side
- 7) Find position desired on list and hit apply link. This directs you to the online application system.
- 8) You will need to create an account if it's the first time you have used this system. Once account is created, you can log in and proceed through steps to complete application process.

**APPLICATION DEADLINE: FRIDAY, AUGUST 12, 2022, BY 5:00 P.M.**

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

***City of Bowie is a drug & alcohol-testing employer. EOE***