



Town of Princess Anne
30489 Broad Street
Princess Anne, Maryland 21853
410-651-1818

Commissioners
Lionel Frederick, President
Garland Hayward, Vice President
Joseph D. Gardner
Marshall Corbin
Orlando Taylor

Position Title: Director of Code Compliance/Zoning

Definition of Responsibility

This is a supervisory building/zoning position which manages the Code Compliance Department, reviews plans, performs complex zoning reviews, coordinates, and supervises the inspection of all building inquiries and nuisance abatement inquiries for compliance with the building and town codes and regulations governing residential and commercial construction and other related laws, codes, and regulations.

Examples of Essential Duties

Conducts research, conducts inspections, prepares reports, and reviews planning projects.

Provides site plan review.

Renders technical assistance to Boards Commissions and the Town Manager.

Assist in the preparation of ordinances.

Supervises building inspection, enforcement, and compliance programs. Coordinates program activities with the work of other agencies. Supervises, assigns, and reviews work of Building Inspectors, Nuisance Abatement Officers, and Rental Inspectors.

Assists property owners and developers in understanding land use regulations, documents, and maps. Accept applications and issues permits.

Provides advice and consultation to inspectors and others regarding code enforcement matters. Contacts and negotiates with builders, homeowners, developers, landlords, and others to resolve violation disputes.

Contacts and negotiates with builders, registered design professionals and homeowners to resolve building and other code violations.

Responsible for supervising and insuring compliance with all codes for new construction and for major modifications of existing buildings and sites.

Supervises the maintenance of code enforcement complaint and inspection information. Reviews inspection case histories and reports. Keeps agency

management informed of progress of cases.

Attends and participates in planning and building code seminars regarding code changes, training requirements and related matters.

Assists other departments in preparation of planning related documents.

Helps prepare grant applications.

Represents the Town at public meetings and hearings.

Other duties as assigned

Minimum Qualifications

Training and Experience:

Possession of a high school diploma or appropriate equivalent, plus five years' building construction inspection experience, one year of which was in a supervisory capacity.

OR

Graduation from an accredited four year college or university with a bachelors degree in planning, land use, architecture or other related field and a minimum two years professional planning, building, or construction related experience.

Knowledge:

Knowledge of building codes, zoning laws, livability codes, and related laws, codes, and regulations. Knowledge of local and departmental rules, regulations, policies, and procedures.

Skill in the administration of code inspection programs. Skill in defining problems, collecting data, establishing facts, and drawing valid conclusions. Skill in interpreting complex building plans and specifications. Skill in the supervision of others.

Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to supervise others. Ability to administer code inspection and zoning programs. Ability to analyze and interpret complex zoning regulations, construction, grading and erosion control plans

Licenses and Certificates: Possession of a valid driver's license equivalent to a non-commercial, class C Maryland driver's license is required at the time of

SALARY STARTS AT \$ 55,000.00 MAY BE NEGOTIABLE BASED ON EXPERIENCE