



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

Nuisance Abatement Officer

The Nuisance Abatement Officer works under the direction of the Code Compliance Director, ensures compliance with federal, state, and local codes and regulations; enforces housing quality and property maintenance ordinances; inspects property locations and investigates land use complaints; and performs other related duties as assigned.

Examples of Essential Duties:

Receives and inspects complaints regarding zoning, sign, land use ordinance violations, and public nuisances including occupancy; compiles, analyzes, and evaluates findings of investigations and site inspections; researches property ownership, verification of parcel addresses, and other information required to conduct investigations and enforcement action.

Conducts follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases; recommends alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; issues citations for noncompliance; and issues stop work orders and refers them to the proper department, if necessary.

Prepares clear, concise, and comprehensive records and reports related to enforcement activities; maintains a daily log of contacts and inspections for code enforcement cases; enters and retrieves information from records systems; and photographs violations.

Consults with the Town Attorney, other agencies, and other departments such as Fire and Police on code enforcement cases; responds to questions and concerns from the public, Town staff, and other agencies regarding code violations; provides information, as appropriate, and resolves issues and complaints.

Gathers evidence and prepares cases for court proceedings; and appears in hearings and/or court to present testimony.

Performs other related duties as assigned.

Minimum Qualifications:

Training and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

Highschool Diploma or equivalent.

Three years of experience in code enforcement or a related field such as planning, building inspections, or law enforcement.

Local government experience is desirable.

Knowledge Skills and Abilities:

Provisions of federal, state, and local codes, regulations, and ordinances including but not limited to property maintenance, weed abatement, public nuisances, and inoperative or abandoned vehicles; some aspects of the Building Code, Health Code, water quality, and land use (zoning); office administration practices and procedures; and Town department policies and procedures.

Correct grammar usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Inspect and analyze a variety of building and properties to identify code violations; correctly interpret and apply codes and regulations to varying situations; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and Town staff.

Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

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 appointment.

SALARY RANGE \$16.00- 17.60 per hour

