

## Worcester County Job Opportunities

DEPARTMENT: DEVELOPMENT, REVIEW & PERMITTING  
JOB TITLE: BUILDING HOUSING & ZONING INSPECTOR III  
COMPENSATION: GRADE 18/STEP 1 \$49,899 ANNUALLY/\$23.99 HOURLY  
GRADE 18/STEP 5 \$55,078 ANNUALLY/\$26.48 HOURLY

**\*SALARY IS BASED ON QUALIFICATIONS AND SALARY MAY BE HIGHER BASED ON EXPERIENCE**

WORK LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST. SNOW HILL, MD  
WORK SCHEDULE: 8:00AM TO 4:30PM MONDAY TO FRIDAY, IN THE OFFICE AND IN THE FIELD  
SUBJECT TO CALL BACK WITH LITTLE TO NO NOTICE

APPLICATION PERIOD: UNTIL FILLED

**MARYLAND STATE RETIREMENT:** THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

**JOB SUMMARY:** This individual enforces building and zoning codes relative to land use and structures through field inspections and required reporting. This individual will report to the Building Administrator but is under the direct leadership of the Development Review and Permitting Director.

**Our preference is to hire a Building Housing & Zoning Inspector III but if we can't find a candidate with that experience, we will consider applicants that qualify for the Building Housing & Zoning Inspector I or Building Housing & Zoning Inspector II position.**

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### **BUILDING, HOUSING & ZONING INSPECTOR I**

COMPENSATION: GRADE 15/STEP 1 \$20.73 HOURLY/ \$43,118 ANNUALLY –STEP 5 \$22.87 HOURLY/\$47,570 ANNUALLY \*BASED ON QUALIFICATIONS

#### **GENERAL REQUIREMENTS:**

- Pre-employment background check.
- Safety sensitive requiring Drug and Alcohol testing.
- Essential personnel subject to emergency call-back with little or no notice to include evening and weekend work if needed.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Inspects land and structures, both residential and commercial, to be compliant with County Zoning ordinances, Building codes, FEMA regulations, NFPA, Rental Housing code, and Nuisance ordinance, ADA regulations, and any other applicable laws
- Performs preliminary review of plans for compliance with the above regulations
- Visits properties on a pre-established routine basis as well as special incidental basis to observe structures, and their use relative to the above-mentioned codes
- Manages assigned areas and projects for compliance as determined by the Building Administrator
- Issues warnings, correction notices, stop work orders and civil infractions
- Keeps accurate records; and, in conjunction with the State's Attorney prepares cases for legal action against persons violating any of the above codes
- Testifies in court proceedings as needed
- Approves Certificates of Occupancy and Zoning Certificates when all work has been completed and approved
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.

- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required by the Department Head

#### **QUALIFICATIONS AND SKILLS:**

- Valid driver's license and driving record of less than 4 points (MD).
- Above average oral and written communication skills necessary to perform firm, tactful and impartial code enforcement and complete required written reports and records.
- Knowledge of or ability to learn laws, regulations and ordinances assigned to DRP for administration and enforcement.
- IRC and IBC certifications are desirable.
- IRC Building Inspector Certification must be obtained within 12 months of employment.
- Obtaining IBC Building Inspector and Plan Reviewer Certifications is preferred within 24 months of employment, but not mandatory
- Successful completion of FEMA Coastal Construction course within 12 months of employment.
- High school diploma or GED. Additional education desired, not required, includes college level course work in Civil Engineering, Architecture, Construction Technology, or completion of an apprentice program in a building construction related field
- Minimum of 1 years' experience in building construction or a related field.

### **Building, Housing and Zoning Inspector II**

**COMPENSATION: GRADE 17/STEP 1 – \$22.84 HOURLY/ \$47,507 ANNUALLY –  
STEP 5 - \$25.21 HOURLY /\$52,437 ANNUALLY \*SALARY MAY BE HIGHER BASED ON  
QUALIFICATIONS**

- The education and skills listed for the Building, Housing and Zoning Inspector I, along with current IRC or IBC Building Inspector and Plan Reviewer Certifications. A minimum of 5 years' experience in architectural/engineering design, construction management, journey level work in construction, code enforcement/building inspection/plan review, or a combination of education and experience.

### **Building, Housing and Zoning Inspector III**

**COMPENSATION: GRADE 18/STEP 1 – \$23.99 HOURLY/ \$48,899 ANNUALLY –  
STEP 5 - \$26.48 HOURLY /\$55,078 ANNUALLY \*SALARY MAY BE HIGHER BASED ON  
QUALIFICATIONS**

- The education and skills listed above for the BHZ Inspector II along with current IRC and IBC Building Inspector and Plan Reviewer Certifications. Associates degree in civil engineering, architecture, construction technology or a related field with a minimum of 7 years' experience in one of the above related fields, 4 of which must be in inspection and code enforcement. A minimum of 10 years of work experience in one of the above related fields with a minimum of 4 years of inspection and code enforcement experience may be substituted for the minimum college degree.

#### **SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)*

The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 10lbs; Rarely up to 25lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces.