

City of Cambridge, Maryland

CLASS SPECIFICATION

**P/T ASSISTANT CODE ENFORCEMENT OFFICER
PROPERTY MAINTENANCE**

DEFINITION OF CLASS: This is a part-time seasonal position working under the general direction of the Property Maintenance Division Manager. The P/T Assistant Code Enforcement Officer is responsible for community beautification and the preservation of the public health, safety, and welfare through the consistent and proactive enforcement of City codes related to tall grass and weed nuisances, inoperable vehicles, and other nuisances (trash/junk/rubbish) located on private property.

EXAMPLES OF DUTIES: (Includes, but is not limited to):

- Investigates violations pertaining to tall grass and weeds on private property and issues citations to property owners.
- Investigates violations pertaining to inoperable vehicles and issues citations to property owners.
- Investigates violation pertaining to nuisances on private property including, but not limited to trash, junk, rubbish, and issues citations to property owners.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Completion of high school or GED.
- Ability to establish and maintain effective working relationships with property owners and/or their agents.
- Ability to enforce codes and regulations with firmness, tact, and impartiality.
- Good physical condition.
- Ability to deal tactfully and courteously with other employees and the public.

LICENSE AND CERTIFICATION:

- Possession of a valid Class "C" Maryland driver's license. Driver's license is to be in good standing and acceptable to the City of Cambridge and its insurance carrier.

PHYSICAL ABILITIES:

- Requires the ability to function both indoors in an office environment, (approx.. 40%) and outdoors (approx.. 60%) often under adverse weather conditions.
- Requires near and far visual acuity.
- Requires manual and finger dexterity to write and to operate computers and other office equipment.
- Requires ability to alternatively sit and stand for sustained periods of time.

OTHER:

- The above job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Classification Established: 05/21/2019