

Thurmont Police Department  
Job Description

*Code Enforcement Officer*  
(Civilian)

Kind of Work:

The Code Enforcement Officer is responsible for the enforcement of and compliance with code, laws and regulations that protect and ensure the continued health, safety and welfare of the public and property within the town limits of Thurmont.

The position is a part-time civilian position (non-sworn and non-exempt), who receives supervision and direction from the Deputy Chief of Police. Work hours for this position average 20 hours per week, with some after hours, weekend, and/or holiday work required.

Examples of Work include but are not limited to:

- Performs field inspections and investigates concerns brought to the attention of the Department by citizens, merchants, Town officials, and others for compliance with ordinances and regulations.
- Enforces the Town's Codes, ordinances and regulations.
- Meets with and advises citizens, merchants, landlords, tenants, and others regarding various code requirements; responds to questions relating to regulations and enforcement; works to resolve issues and concerns and identifies reasonable solutions for compliance.
- Coordinates activities with town departments.
- Prepares and issues notices of violation as warranted.
- Coordinates enforcement activities with the Town Attorney.
- Testifies in court and prepares the appropriate documentation concerning legal actions and code violations.
- Prepares and submits a monthly report identifying code violations, corrective actions and penalties related to code enforcement and inspection activities.
- Maintains files and computer records relating to all inspection activities and code enforcement cases.
- Performs other necessary duties as assigned.

Qualifications and Requirements:

- Graduation from an accredited high school or equivalent.
- Possession of a valid driver's license.
- General knowledge of town codes, ordinances and regulations.
- Strong and effective verbal and written communication skills.
- Able to maintain an effective working relationship with co-workers, citizens, merchants, landlords, tenants, violators and others.

- Ability to effectively organize and manage multiple priorities.
- Ability to work with minimal supervision, maintain confidential information, and exercise good judgment.
- Satisfactory completion of a background investigation, medical examination and drug testing.
- Ability to work with sensitive information and insure the integrity of the Department.
- Ability to learn to use on-line equipment and systems assigned to the Department.
- Knowledge of modern officer practices and procedures, which include filing and computer knowledge.
- Physically able to climb ladders, ramps, and rough terrain in order to access and inspect various situations.
- Ability to work in outside weather conditions or in a typical office setting.

Date: 7/23/07