



TOWN OF CAPITOL HEIGHTS
PROPERTY STANDARDS AUTHORITY DEPARTMENT
401 CAPITOL HEIGHTS BOULEVARD
CAPITOL HEIGHTS MD, 20743

JOB ANNOUNCEMENT

TITLE: Property Standards Authority Inspector

FLSA Status: Nonexempt, eligible for overtime pay

Status: Full-time

Hours of Operation: Monday – Friday, 8:30am – 5pm

Weekend Hours: Some Saturdays (hours/schedules may vary)

Starting Salary: \$30,000-\$38,000

Bi-Lingual (English & Spanish) *preferred* but not required

GENERAL CLASS DESCRIPTION: Positions in this classification conduct technical operations in support of the Town's code enforcement program. This class works independently under the general supervision of the Property Standards Authority Manager.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Conducts inspections and field investigations involving violations of the Town Code to ensure the health, safety and welfare of Town residents.
- Inspects properties as a result of routine surveys, complaints received, and/or pending rental licenses, and sign permits to determine Town code compliance.
- Upon approval of Manager, consults as necessary with the Town Attorney on issuance of uniform infraction citations. Serves as a Town's representative in District Court regarding code enforcement issues; assists Town Attorney in preparing cases where an attorney represents defendants.
- Processes cases for enforcement action; conducts research, compiles data, and prepares papers for consideration and presentation to Town Administrator, Town Attorney and Town Council as necessary.
- Receives complaints and prioritizes a magnitude of issues; maintains accurate records of complaints, inspections and violations in the Authority's records/database; researches and makes determination of appropriate codes to address complaint from Town residents, Town Council, and Town Administrator.
- Participates in meetings with citizens, property owners, and department managers to address code-related issues and provide public education on Town Code requirements.
- Interprets codes and regulations enforced by the Division.
- Performs field assignments, as directed, completes reports, attends and makes presentations before Courts and the Board of Appeals.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Must have experience with Microsoft Word, Excel, PowerPoint, and Publisher.
- Candidates are required to type at least 40wpm.



TOWN OF CAPITOL HEIGHTS
PROPERTY STANDARDS AUTHORITY DEPARTMENT
401 CAPITOL HEIGHTS BOULEVARD
CAPITOL HEIGHTS MD, 20743

- General knowledge of the layout and streets of the Town and the locations of frequently scheduled events throughout the town.

Minimum Education and Experience Requirements

- Candidates must have a High School Diploma.
- Candidates must have a valid Driver's License.
- Applicants must have a clean driving record for at least twelve (12) consecutive months, and be able to pass a criminal background check and drug test. CPR/AED certification must be achieved within six (6) months of hire.

Language Ability & Interpersonal Communications:

- Ability to read and/or prepare schedules, charts, graphs, directions, budgets and information for Property Standards Authority.
- Ability to read and follow oral and written instructions. Ability to write effectively in order to convey information, maintain information and other weekly duties assigned by the Manager.

Physical Requirements/Demands:

Physical Requirements refer to the requirements for physical exertion and coordination of limb and body movement.

- Work is performed indoors and outdoors and may involve exposure to varying weather conditions and temperatures and may include physical activities such as repeated bending, climbing, kneeling, reaching and lifting up to seventy-five (75) pounds on a recurring basis in order to perform inspection duties in all structures in various types of weather.

Special Certifications, Licenses, Languages:

Requires training through the Code Enforcement and Zoning Association; certification by the American Association of Code Enforcement (AACE) is preferred. Bilingual is a plus.

Note: This Class description does not constitute an employment agreement between the Town of Capitol Heights.

Candidates are subject to completing a pre-employment screening and a background investigation. For more information, check out our website at www.capitolheightsmd.gov



TOWN OF CAPITOL HEIGHTS
PROPERTY STANDARDS AUTHORITY DEPARTMENT
401 CAPITOL HEIGHTS BOULEVARD
CAPITOL HEIGHTS MD, 20743

Equal Opportunity Employer and Americans with Disabilities Act Compliance

The Town of Capitol Heights is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.

ADA requires the Town of Capitol Heights to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Vaccination Requirement

All Town employees are required to be vaccinated for COVID-19 except for employees who request a medical or religious exemption.



TOWN OF CAPITOL HEIGHTS
PROPERTY STANDARDS AUTHORITY DEPARTMENT
401 CAPITOL HEIGHTS BOULEVARD
CAPITOL HEIGHTS MD, 20743

HOW TO APPLY

1. If you are submitting a physical application along with a resume and supporting documentation, please bring all required documents to Town Hall, **1 Capitol Heights Blvd, Capitol Heights MD 20743**, and leave with the receptionist. Your application will be time-stamped on the date and time received.
2. If you are applying for employment online via the town's website, [Form Center • Capitol Heights, MD • CivicEngage \(capitolheightsmd.gov\)](#), please be sure to fill in all required spaces. Once completed, you will receive an email notifying you that your application has been received.
3. If you are submitting your application and supporting documentation via email, please email all required documentation, **specified in one (1) PDF file** to the Town Administrator at townadministrator@capitolheightsmd.com. You will receive a confirmation email that your application has been received.

Required Supporting Documentation

- Cover Letter
- Resume
- Three (3) professional references (names, emails, phone numbers)

Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.