



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Inspector II, C06, \$40,123 + FRINGE BENEFITS
DEPARTMENT: Land Use & Growth Management
OPENING DATE: 07-12-17 **CLOSING DATE:** 08-09-17 (Extended)

MINIMUM QUALIFICATIONS:

Education: Associate's Degree

Experience: Two years or more of related professional experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Performs inspections of residential and commercial properties and construction projects to ensure compliance with code and zoning regulations and state law; reviews design plans and specifications and recommends necessary changes; maintains detailed records and prepares reports; performs other duties as assigned.

DUTIES:

- ◆ Performs detailed site plan inspections to ensure compliance with code, zoning, and environmental regulations including St. Mary's County zoning ordinance and code, Critical Area Ordinance, Forest Observation Ordinance, Storm Water Management Ordinance, etc;
- ◆ Performs Livability inspections to ensure compliance with the St. Mary's County Livability Code.
- ◆ Performs final site plan inspections to verify compliance with the department, Board of Appeals, and Planning Commission-approved site plans and conditions of approval including mitigation requirements;
- ◆ Performs Damage Assessment and radiological monitoring inspections after man made or natural events.
- ◆ Maintains detailed records and prepares field reports;
- ◆ Provides statistical information to clerks and planners;
- ◆ Prepares letters to property owners, applicants, developers, builders, and other agencies;
- ◆ Prepares notices of violations, civil citations, and associated paper work necessary to prepare and file an enforcement case in court;
- ◆ Consults with County Attorney on enforcement cases;
- ◆ Provides on-site and in-house consultations for applicants, builders, developers, other agencies, and boards regarding necessary requirements, amendments, permit applications, and mitigation requirements;
- ◆ Provides assistance during preliminary preview to environmental plans reviewer and all other relevant parties;
- ◆ Performs drafting/engineering technical work as required; prepares complete site plans for applicants and other agencies as requested;
- ◆ Reviews approved design plans and specifications;

- ◆ Obtains and verifies information on purported violations; follows up with necessary recommendations for corrective or legal action;
- ◆ Performs research and investigative work at various county, state, and federal agencies;
- ◆ Provides cross training of other inspectors as assigned or requested;
- ◆ Conducts field inspections; provides photographs and field reports for the Planning Commission, Board of Appeals, Technical Evaluation Committee, and other committee meetings as assigned;
- ◆ Issues building code violations and/or stops work orders when overages or discrepancies are observed;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to effectively communicate with other staff and members of the public;
- ◆ Ability to learn various procedures, regulations, and enforcement actions relevant to property inspection and knowledge of the relevant laws, codes, ordinance, regulations and guidelines;
- ◆ Ability to effectively use hand and power tools; i.e. drill, saws and hammers.
- ◆ Ability to use available resources to research information;
- ◆ Ability to keep accurate records;
- ◆ Ability to follow through with assigned tasks;
- ◆ Ability to learn how to use relevant computer software and other office equipment;
- ◆ Strong writing and communication skills;
- ◆ Effective negotiation and conflict resolution skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires light physical effort. For example, handling of moderately heavy boxes, equipment, or materials in non-strenuous work positions up to 30 pounds and/or continual standing or walking 60%+ of the time.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, poor outdoor weather conditions, hazardous areas or similar situations where conditions cannot be controlled.

COMPENSATION/BENEFITS:

Hiring Salary: \$40,123 annually

FLSA: Non -Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>