



Code Compliance Officer

Reports to: Town Administrator

Department: Administration Department

Position Type: Part Time

Hours worked per week: 20

The Town of Cheverly is seeking a candidate for the part-time Code Compliance Officer position.

This role aims to uphold the standards delineated in the Town Charter to foster and preserve a safe and desirable living and working environment. Through these endeavors, the aspiration is for Cheverly to be a safe place to live, raise families, work, and retire.

Cheverly is dedicated to maintaining and augmenting the quality of our community. This is achieved through the equitable and unbiased compliance of local ordinances to rectify violations and diminish hazards that impact our residents' and guests' quality of life. The ideal candidate will collaborate closely with the community and educate our residents and business owners through meetings, public announcements, and handouts to encourage voluntary compliance. Consequently, Cheverly anticipates improvements across various domains, including property values, safety, community cohesion, public perception, quality of life, health risk reduction, and increased economic development potential.

This position has a competitive salary. Applicants should send a cover letter, resume, and references to dgalloway@cheverly-md.gov or The Town of Cheverly, 6401 Forest Road, Cheverly, MD 20785. ATTN: Dylan Galloway.

Essential Job Functions:

- Respond to calls and investigate complaints of code and ordinance violations within Cheverly
- Identify code violations and issue notices of violation and citations for said violation(s)
- Provide information and assistance to community members, commercial interests, and businesses regarding code compliance issues
- Patrol the town to remove illegally placed signs and identify and address code violations
- Electronically enter and retrieve information from a computer to perform research, update records, process case documentation, and/or respond to actions and requests
- Complete case documentation and incident reports, compile supporting documentation to document and explain facts and circumstances surrounding the violation(s) in a case management system
- Testify in a courtroom setting or other legal proceeding to ensure that complete and correct information is related to all participants; provide depositions to the court
- Inspect properties to determine compliance with various codes as:

The Town of Cheverly 6401 Forest Road Cheverly, MD 20785-3197 (301) 773-8360
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- Inspect properties to enforce compliance with codes governing high grass, weeds, accumulations of trash and vermin infestations, posting and removal of inoperable or unregistered vehicles
- Inspects for hazardous conditions or nuisances such as abandoned vehicles, discarded piles of building materials, etc.
- Perform inspections and re-inspections of residential and commercial rental properties to verify life safety requirements
- Monitor home construction/renovations, fence installations/repairs, and related activities for building permit compliance
- Investigate construction work being performed without required permits and issue a “Stop Work” order on the property until required Prince George’s County and Town of Cheverly building permits are obtained
- Investigate animal nuisances, educate the owners about animal ordinances, issue fines if needed
- Enforce parking regulations by issuing tickets
- Perform other related duties as assigned

Minimum Qualifications:

High School diploma or GED, one year previous experience in code compliance, or an equivalent combination of education, training in code compliance, International Code Council (ICC) Property Maintenance and Housing Inspection Certification, or should obtain the certification within one year of employment, and a valid driver's license. This job is not eligible for telework.

