# Inspections Compliance Coordinator

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 08/2023**

**Job Summary:** Coordinates and schedules inspections as needed to verify compliance with approved plans and permits and investigate allegations of code violations; prepares formal violation notices; processes Certificates of Use & Occupancy; processes Public Information Act requests, compiles data and prepares monthly inspection reports; performs other duties as assigned. Position reports to the Zoning Compliance Supervisor within the Inspections Division.

**Essential Functions:**

1. Performs work in the Inspection Division to ensure compliance with all applicable State and County codes through the coordination with various review/permitting agencies including but not limited to the Department of Land Use and Growth Management, third-party inspections contractors, Metropolitan Commission, St. Mary’s County Department of Health, Office of the State Fire Marshal, State Highway Administration, and St. Mary’s County Department of Public Works & Transportation;
2. Processes, schedules, and coordinates with inspectors for inspections regarding compliance with the County Code;
3. Maintains the Department’s online inspection records in Central Square E-Trakit;
4. Prepares, and issues Certificates of Use & Occupancy on all single-family dwellings, commercial and industrial buildings; to include Fire Marshal and Stormwater Management approval certifications;
5. Prepares, processes, and responds to written and verbal citizen inquiries and complaints;
6. Research, compile and provide Public Information Request documentation and enter inquiries into Central Square E-Trakit database;
7. Compiles inspections reports and supporting documentation which is transmitted to the County Attorney’s Office to resolve code enforcement cases; follows up on resolutions or enforcement actions associated with court cases and/or settlements;
8. Provides Certificate of Use & Occupancy document packets to State of Maryland Department of Assessment and Taxation division and the Department of Economic and Community Development for required County and State monthly statistical reports;
9. Compiles monthly statistical reports on the number of Code Enforcement Inquiry cases, Critical Area Zoning inspections, Minimum livability cases, Critical Area Planting inspections, Non-Compliance cases, Certificates of Occupancy document packages, Public Information Act requests;
10. Assists with the administration of the Department’s bonding program(s) through coordinated inspections and reporting;
11. Assists the Zoning Compliance Supervisor with research regarding policies and procedures within the Inspections Division;
12. Provides administrative support and data entry with Damage Assessment Team training and events;
13. Assists the Zoning Compliance Supervisor with the preparation of the Annual Budget; and

15. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of applicable St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate (verbally and in writing) with County staff, staff from other agencies, third-party contractors, and members of the public;
3. Ability to learn and apply County policies, regulations, and enforcement procedures relevant to the functions of the Inspections Division;
4. Ability to use available online and print resources to research information;
5. Ability to keep accurate records;
6. Ability to complete assigned tasks in a timely manner;
7. Ability to exercise proper judgment; and
8. Ability to learn how to use relevant computer software and other office equipment.

**Education and Experience:**

1. High school diploma or G.E.D.; and
2. Two or more years of related experience or equivalent technical training, education, and/or experience.

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**Physical and Environmental Conditions:**

Work requires light physical effort. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms (e.g., use of safe workplace practices with office equipment, and avoidance of trips and falls)

The above job description is not intended as, nor should it 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.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

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Employee’s Signature Date