



Town of Princess Anne
30489 Broad Street
Princess Anne, Maryland 21853
410-651-1818

Commissioners:
Joseph Gardner, President
Orlando Taylor, Vice President
Marshall Corbin
Shelley Johnson
Lionel Fredrick

Town of Princess Anne

Nuisance Abatement Officer Position

Salary Range: \$16.00- 17.60 per hour Exempt, F/T or P/T with a Full Range of Benefits

Duties: Under the direction of the Code Compliance Director and the Town Manager, ensures compliance with federal, state, local codes and regulations; enforces housing quality and property maintenance ordinances; inspects property locations and investigates land use complaints; and performs other related duties as assigned.

Requirements:

Receives and inspects complaints regarding zoning, sign, land use ordinance violations, and public nuisances including occupancy; compiles, analyzes, and evaluates findings of investigations and site inspections; researches property ownership, verification of parcel addresses, and other information required to conduct investigations and enforcement action.

Conducts follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases; recommends alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; issues citations for noncompliance; and issues stop work orders and refers them to the proper department, if necessary.

Prepares clear, concise, and comprehensive records and reports related to enforcement activities; maintains a daily log of contacts and inspections for code enforcement cases; enters and retrieves information from records systems; and photographs violations.

Education, Experience and Training:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

High School Diploma or equivalent.

Three years of experience in code enforcement or a related field such as planning, building inspections, or law enforcement is desirable.

Local government experience is desirable.

Licenses and Certificates: Possession of a valid driver's license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment.

Closing Date: Until Position Is Filled

How to apply: Send a completed Town application and detailed resume to: e-mail info@townofprincessannemd.gov (preferred submission) or Hiring Manager, Town of Princess Anne 30489 Broad Street, Princess Anne, Maryland 21853

For additional information, visit www.townofprincessanne.org.

The Town of Princess Anne is an Equal Opportunity Employer.

