



TOWN OF
Princess Anne

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

Commissioners:
Lionel Frederick, *President*
Shelley Johnson, *Vice President*
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Ellis D. Jones, Sr. *Commissioner*

James "Jay" Prouse, *Town Manager*
Christopher Smith, *Attorney*

TOWN OF PRINCESS ANNE
Position Posting
"Code Enforcement Official"

CODE ENFORCEMENT OFFICIAL

The Town of Princess Anne is looking for a Full-time Code Enforcement Official.

The primary duty hours will be Monday-Friday, from 10:00 a.m. to 3:00 p.m.

The successful candidate must ensure that all commercial and residential properties comply with all city codes and ordinances regarding property maintenance, zoning, fire safety, and noise. In addition, an applicant must have excellent communication skills, computer proficiency, and a valid driver's license with a good driving record. Bilingual candidates are encouraged to apply.

The minimum requirements for this entry-level position are:

- High School **Diploma** or GED equivalent
- One year of specialized courses/training in fire safety, construction technology, or building Inspection
- A valid driver's license in the state of residence

Preference will be given to those who possess either of the following:

- An associate's degree in a related field
- ICC **Property** Maintenance and Housing
- ICC **Zoning** Inspector
- MD Fire Inspector
- Community Noise Enforcement certification

Duties will include the following

- Perform field Investigations and property inspections to identify code violations.
- Issue warnings, violation notices, and corrective orders to enforce compliance.
- Gather evidence for legal actions and attend court hearings as necessary.
- Assist in community improvement projects and maintain records of enforcement activities.

The minimum starting wage is \$25.00 per hour depending on qualifications, plus excellent benefits. Please apply by submitting an application to lhayward@townofprincessannemd.gov. A cover letter and a complete resume must be attached to be considered.

The Town of Princess Anne is an Equal Opportunity Employer.