

**Worcester County  
Job Opportunities**

**DEPARTMENT:** DEVELOPMENT, REVIEW & PERMITTING  
**JOB TITLE:** BUILDING HOUSING & ZONING INSPECTOR I  
**COMPENSATION:** GRADE 14/STEP 1 \$33,862 ANNUALLY/\$16.28 HOURLY  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This individual enforces building and zoning codes relative to land use and structures through field inspections and required reporting. This individual will report to the Building Administrator, but is under the direct leadership of the Development Review and Permitting Director.

**GENERAL REQUIREMENTS:**

- Drug and Alcohol Testing
- Pre-employment background check and motor vehicle history

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Inspects land and structures, both residential and commercial, to be in compliance with County Zoning ordinances, Building codes, FEMA regulations, NFPA, Rental Housing code, and Nuisance ordinance, ADA regulations, and any other applicable laws;
- Performs preliminary review of plans for compliance with the above regulations;
- Visits properties on a pre-established routine basis as well as special incidental basis to observe structures, and their use relative to the above mentioned codes;
- Manages assigned areas and projects for compliance as determined by the Building Administrator;
- Issues warnings, correction notices, stop work orders and civil infractions;
- Keeps accurate records; and, in conjunction with the State's Attorney prepares cases for legal action against persons violating any of the above codes;
- Testifies in court proceedings as needed;
- Approves Certificates of Occupancy and Zoning Certificates when all work has been completed and approved;
- Works in County's Rehab projects;
- Adheres to the Worcester County Government Personnel Rules & Regulations;
- Performs other related duties as directed by the Building Administrator and Department Head.

**QUALIFICATIONS AND SKILLS:**

- Valid driver's license and driving record of less than 4 points (MD).
- Above average oral and written communication skills necessary to perform firm, tactful and impartial code enforcement and complete required written reports and records.
- Knowledge of or ability to learn laws, regulations and ordinances assigned to DRP for administration and enforcement.
- IRC and IBC certifications are desirable.
- IRC Building Inspector Certification must be obtained within 12 months of employment.
- IBC Building Inspector and Plan Reviewer Certifications must be obtained within 24 months of employment.
- Successful completion of FEMA Coastal Construction course within 12 months of employment.
- High school diploma or GED. Additional education desired, not required, includes college level course work in Civil Engineering, Architecture, Construction Technology, or completion of an apprentice program in a building construction related field
- Minimum of 1 year experience in building construction or a related field.

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 10lbs; Rarely up to 25lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces.