

**TOWN OF PORT DEPOSIT**

**POSITION: Public Works and Code Enforcement Administrator**

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**Exempt**

**Full Time**

**40 hours/week**

**\$62,400.00 per year with benefits**

**General Summary:** Under general supervision of the Mayor and/or Town Administrator, this position will split 40 hours per week between two positions as follows:

Public Works Department Administrator to provide supervision and direction to other Public Works employees, develop work schedule, prioritize and assign work and maintenance projects and provide assistance when needed, develops and manages PW projects and contracts, and performs other duties as assigned; and

Code Enforcement Administrator to lead in the enforcement of code regulations and investigations relative to enforcement of property maintenance code, public nuisance code and parking regulations. Assists with processing and approving zoning certificates, and performs other duties as assigned.

**Essential Functions:**

1. Lead in the supervision and direction of Public Works employees in the performance of their duties;
2. Develops Public Works work schedule and duties;
3. Prioritizes and assigns work location and provides job direction;
4. Develops and manages Public Works projects and contracts;
5. Assists Public Works staff with projects and assignments as needed;
6. Assist Treasurer to develop the Public Works budget and equipment replacement schedule, and makes recommendations on equipment purchases as needed;
7. Lead in the enforcement of municipal codes and conducts investigations as required for zoning, public nuisance, parking, park use, maintenance of properties and structures, etc.
8. Coordinates municipal enforcement with the Cecil County Department of Permits and Inspections, federal, and state agencies relative to building and other permits, as required.
9. Computer skills required to develop and maintain all Public Works contracts, request for proposals, etc., PW and code case information, letters and reports; records and chronological logs; takes photographs and maintain all code enforcement files.
10. Performs other duties as assigned by the Mayor and/or Town Administrator.

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**Required Knowledge, Skills, and Abilities:** Computer skills and any combination equivalent to experience and education that could provide the required skills, knowledge and abilities to effectively perform the essential functions of both positions.

**Education and Experience:** High school graduate or equivalent supplemented by specialized

training in employee and department management and code enforcement. Experience of the essential functions of a Public Works Department. Experience of the enforcement of municipal codes and ordinances, including public contact. Experience working with the public. Any equivalent combination of education and experience.

**Knowledge of:** Essential functions of a Public Works Department, employee supervision and management, and public nuisance codes and ordinances; building codes and permit requirements.

**Ability to:** Supervise and manage PW employees and manage essential functions, projects and contracts of the Public Works Department. Interpret code regulations and effectively communicate orally and in writing; respond to public complaints and inquiries in a courteous, tactful, and firm manner; review and analyze code enforcement cases and problems and take effective action to correct; and computer skills (Microsoft Word and Excel) to create documents and maintain computer records and files.

**Licenses/Certificates:** Due to the performance of field duties, which may require the operation of a motor vehicle, a valid driver's license is required, in addition to an acceptable driving record at the time of appointment and throughout employment.

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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.

Equal Opportunity Employer; Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.