



NEAL C. ROOP, MAYOR
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776
info@NewWindsorMD.org

Phone 410-635-6575
Fax 410-635-2995

Town of New Windsor Employment Opportunity

Code Enforcement Officer Part Time – 16 Hours per Week Position \$21.75 per Hour

The Town of New Windsor is seeking qualified candidates for a part-time Code Enforcement Officer position. This position will be 16 hours per week and the hours may be adjusted at some point in the future. Work schedule is flexible as to what days and hours are worked; however, total weekly hours shall be 16. Position reports directly to the Town Manager. Benefit package and overtime are not available.

General Responsibilities

Assess property violations and ensure compliance with various sections of the Town Code which affect the property, maintenance of residential, non-residential, and rental housing, zoning, and permits. Investigate complaints, perform field inspections and prepare compliance letters. Maintain records and oversee a case management filing system to document incident reports, letters, citations, compile supporting documentation and explain facts and circumstances surrounding violations. The CEO will provide a monthly report to the Mayor and Town Council at the Town Council meeting the first Wednesday each month. The report may be provided in person or via ZOOM.

Application

A job application and cover letter **are required** for this position. Applications and full job description are available online at www.newwindsormd.gov and at Town Hall, 209 High Street New Windsor, MD 21776 Monday through Friday between 9:00 am and 3:00 pm. Applications can be submitted by regular mail to PO Box 609, New Windsor, MD 21776, or dropped off in person at 209 High St. New Windsor. Please mark your envelope ATTN: Code Enforcement Employment Opportunity if submitting by mail or in person. Resume, applications and cover letter may also be emailed to: gdye@newwindsormd.org. All documents are due by 3:00 PM, July 29, 2022.