

Worcester County Job Opportunities

DEPARTMENT: DEVELOPMENT REVIEW AND PERMITTING

JOB TITLE: BUILDING ADMINISTRATOR

COMPENSATION: NON-CLASSIFIED \$85,000-\$110,000 ANNUALLY*
*SALARY BASED ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST.
SNOW HILL, MD

WORK SCHEDULE: 8:00AM TO 4:30PM, MONDAY TO FRIDAY

APPLICATION PERIOD: UNTIL FILLED

Job Summary: This is a highly skilled position, under general supervision, reporting directly to the Director. This individual is responsible for all aspects associated with the Building Division of the Department, including the supervision of a staff of six.

General Requirements:

- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice.
- Must be able to work days, evening and weekend work as needed for events, meetings, callbacks, weather events, etc.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD).
- Successfully pass pre-employment background check

Essential Job Duties and Responsibilities:

- As a management level employee, directs the enforcement of applicable Federal, State and County codes and regulations relating to building construction, floodplain management, rental housing, nuisances, Americans with Disabilities Act (ADA) and supervises contractual arrangements for other regulatory codes, including electrical
- Supervises building and code enforcement activities in terms of the level of service, procedures and personnel, including plan reviewers and inspectors, and associated administrative functions
- Evaluates and maintains quality control over staff assignments, training needs, process review and improvement, determine priorities, progress evaluation, and direct changes as needed. Cross trains and back up other staff as needed
- Conducts field inspections as appropriate and assists staff in solving problems with contractors and builders
- Provides advanced level work to research, interpret, and apply relevant codes, ordinances, rules and regulations, to objectively draw valid conclusions and report on plan reviews, inspection findings, code amendments, special reports, permits, etc.
- Participates in the development of policy, ordinances, related studies, special

reports, etc. and the supervision and administration of same

- Issues warnings, correction notices, stop work orders and civil infractions
- Serves as the staff contact and advisor for the Building Code Appeals Board. Oversees scheduling and conduction of meetings, prepares and presents detailed written reports, and oversees the administrative work, including notifications, maintenance of records and files, processing, correspondence, coordination with other agencies, preparation of minutes, etc.
- Represents the Building Division on the Technical Review Committee, or appoints a representative to attend and conduct plan reviews for the meeting
- Attends, participates in, and makes effective presentations at public meetings and hearings with the County Commissioners and other commissions, councils, boards, citizen groups and special meetings as required by the Director
- Testifies in court on building, code enforcement, floodplain management, permitting, inspections and land development matters as necessary
- Provides after-hours emergency calls for a building inspector in the absence of the Director or Deputy Director
- Provides advice and assistance with County rehabilitation projects
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Supports and enforces the Worcester County Government Personnel Rules & Regulations and safety programs, and makes recommendations regarding the division's personnel, including hiring and disciplinary action
- Performs other related duties assigned by the Deputy Director or Director

Qualifications and Skills:

- Associate's degree in civil engineering, architecture, construction technology or a related field with ten (10) or more years of work experience in one of the above-related fields, six (6) of which must be in inspection and code enforcement required
- Twelve (12) or more years of work experience in one of the above-related fields with a minimum of six (6) years of inspection and code enforcement experience may be substituted for an associate's degree in one of the above-related fields
- IRC and IBC Building Inspector, Plan Reviewer and Building Code Official Certifications are required
- Successful completion of the FEMA Coastal construction course within the first twelve months of employment required
- Thorough knowledge of the principles, practices and objectives of building, floodplain management, code enforcement, planning, permitting, and other similar regulations with the ability to read, analyze and interpret job relevant materials & tools including financial reports, spreadsheets and legal documents
- Working knowledge of federal, state and local building construction, floodplain management, rental housing, nuisances, and Americans with Disabilities Act (ADA)
- Knowledge of or ability to learn all laws, regulations and ordinances assigned to the Department for administration and enforcement which pertain to the building plan review, inspections, code enforcement, permitting, and land development functions

- Strong time management and workflow prioritization skills with the ability to manage multiple tasks with accuracy and by established deadlines from intake to approval
- Ability to manage difficult conversations with staff, applicants, developers, and the public while maintaining code compliance
- Working knowledge of budgetary and administrative practices
- Proficient computer skills in Microsoft Office Suite programs sufficient to perform the essential functions of the position
- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials, other government agencies, and the public using tact and discretion, exercise initiative, resourcefulness, professionalism, and sound judgment
- Ability to work in a fast-paced environment with interruptions
- Willingness to assume responsibility and motivate others
- Must have a team-oriented work ethic and ability to collaborate
- Must be self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with limited supervision
- Ability to perform work correctly, accurately, and consistently while meeting deadlines timely
- Possess exceptional organizational skills with attention to detail
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to respond to inquiries and complaints in a supportive manner that promotes a positive resolution; willingness to assume responsibility regardless of the source or nature of the issue and motivate others to provide superior customer service to employees and citizens
- Ability to define problems, collect information, objectively establish facts and draw valid conclusions necessary for recommendations and/or implementation of appropriate action
- Ability to compose confidential and non-confidential correspondence and maintain the highest confidentiality
- Ability to follow verbal and written instructions; keep records and logs; complete written forms accurately

Safety Analysis:

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

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 40 lbs. No known significant hazard risk.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at [Worcester_Guide_2025.pdf](#).

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at jobs.worcestermd.gov or call Human Resources at 410-632-0090.