

Worcester County Job Opportunities

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| DEPARTMENT: | DEVELOPMENT, REVIEW & PERMITTING | |
| JOB TITLE: | BUILDING HOUSING & ZONING PLAN REVIEWER I | |
| COMPENSATION: | GRADE 17/STEP 1 | \$24.04 HOURLY / \$50,003 ANNUALLY - |
| | GRADE 17/STEP 5 | \$26.41 HOURLY / \$54,933 ANNUALLY * |
| JOB TITLE: | BUILDING HOUSING & ZONING PLAN REVIEWER II | |
| COMPENSATION: | GRADE 19/STEP 1 | \$26.37 HOURLY / \$54,850 ANNUALLY - |
| | GRADE 19/STEP 5 | \$29.00 HOURLY / \$60,320 ANNUALLY * |
| JOB TITLE: | BUILDING HOUSING & ZONING PLAN REVIEWER III | |
| COMPENSATION: | GRADE 20/STEP 1 | \$27.66 HOURLY / \$57,533 ANNUALLY - |
| | GRADE 20/STEP 5 | \$30.38 HOURLY / \$63,190 ANNUALLY * |
| JOB TITLE: | BUILDING HOUSING & ZONING PLAN REVIEWER IV | |
| COMPENSATION: | GRADE 21/STEP 1 | \$28.97 HOURLY / \$60,258 ANNUALLY - |
| | GRADE 21/STEP 5 | \$31.86 HOURLY / \$66,269 ANNUALLY * |

***SALARY IS BASED ON QUALIFICATIONS AND SALARY MAY BE HIGHER BASED ON EXPERIENCE**

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 individual enforces building, flood and zoning codes relative to land use and structures through plan reviews and required reporting. This individual will report to the Building Administrator. This position is ultimately under the leadership of the Director and Deputy Director of Development Review and Permitting.

GENERAL REQUIREMENTS:

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

BUILDING HOUSING & ZONING PLAN REVIEWER I

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs residential plan reviews of land and structures to be compliant with County Zoning ordinances, Building codes, FEMA regulations, NFPA, Rental Housing code, and nuisance ordinance, ADA regulations, and any other applicable laws
- Manages assigned areas and projects for compliance as determined by the Building Administrator
- Issues warnings, correction notices, stop work orders and civil infractions
- Maintains accurate and complete records
- Testifies in court on zoning, planning, building, permitting, inspections, and land development matters as required
- Completes assigned tasks accurately and by established deadlines
- 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
- Complies with the Worcester County Government Personnel Rules & Regulations and safety programs
- Performs other related duties assigned by the Building Administrator, Deputy Director or Director

QUALIFICATIONS AND SKILLS:

- High school diploma or GED required.
- Additional education including college level course work in Civil Engineering, Architecture, Construction Technology, or completion of an apprentice program in a building construction related field preferred
- Possess one (1) or more years of experience in building construction or a related field required
- Successful completion of the FEMA Coastal construction course within the first twelve months of employment required
- Successfully obtain the IRC Building Inspector Certification within the first twelve months of employment required
- IRC and IBC certifications preferred
- Knowledge of or ability to learn laws, regulations and ordinances assigned to DRP for administration and enforcement.
- Above average oral and written communication skills necessary to perform firm, tactful and impartial code enforcement and complete required written reports and records
- 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
- 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
- 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

BUILDING HOUSING & ZONING PLAN REVIEWER II

- The job duties and responsibilities and the qualification and skills for the BHZ Plan Reviewer I
- Must have a minimum of five (5) years' experience in architectural and/or engineering design, construction management, journey level work in construction, code enforcement/building inspection/plan review, or a combination of education and experience
- Must possess current IRC Building Inspector Certification

BUILDING HOUSING & ZONING PLAN REVIEWER III

- The job duties and responsibilities for the BHZ Plan Reviewer II, along with performing review of commercial plans for compliance with the above regulations and represents the division on the Technical Review Committee as assigned by the Building Administrator
- The qualification and skills listed above for the BHZ Plan Reviewer II.
- Must possess associate's degree in civil engineering, architecture, construction technology or a related field with a seven (7) or more years of work experience in one of the above-related fields, four (4) of which must be in inspection and code enforcement
- Ten (10) or more years of work experience in one of the above-related fields with a minimum of four (4) years of inspection and code enforcement experience may be substituted for an associate's degree in one of the above-related fields
- Must possess current IRC Building Inspector, IBC Building Inspector and IBC Plan Reviewer Certifications

BUILDING HOUSING & ZONING PLAN REVIEWER IV

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- 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
- Assists plan reviewers and inspectors in their enforcement of all regulatory codes assigned to the Building Division
- Organizes training opportunities for Building Division staff to meet continuing education requirements
- Performs review of plans for compliance with the above regulations and represents the division on the Technical Review Committee as assigned by the Building Administrator
- Conducts field inspections as appropriate regarding compliance with county zoning ordinances, building codes, FEMA regulations, NFPA, rental housing code, and nuisance ordinance, ADA regulations, and any other applicable laws
- 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
- Assists inspectors in solving problems with contractors and builders
- Testifies in court and before boards and commissions in cases involving builders and inspectors and, particularly, in matters involving civil infraction citations
- Approves Certificates of Use and Occupancy when all work has been completed and approved.
- Serves as staff contact to the Building Code Appeals Boards
- Provides advice and assistance with County rehabilitation projects
- Manages assigned areas and projects for compliance as determined by the Building Administrator
- Issues warnings, correction notices, stop work orders and civil infractions
- Makes recommendations to the Director, Deputy Director or Building Administrator regarding staffing needs, budget preparations and other administrative matters.
- Maintains accurate and complete records
- Completes assigned tasks accurately and by established deadlines
- 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
- Complies with the Worcester County Government Personnel Rules & Regulations and safety programs
- Performs other related duties assigned by the Building Administrator, Deputy Director or Director

QUALIFICATIONS AND SKILLS:

- Must possess 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.
- 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
- Computer skills in Microsoft Office Suite programs sufficient to perform the essential functions of the position
- Knowledge of or ability to learn laws, regulations and ordinances assigned to DRP for administration and enforcement.
- 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
- Willingness to assume responsibility and motivate others
- Ability to work in a fast-paced environment with interruptions
- 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

- 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)

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.

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.