

## **Code Enforcement Officer Job Description**

### *NATURE OF WORK*

This is responsible administrative and technical work in carrying out building, plumbing, electrical, health and sanitation inspections and in securing compliance with code and zoning regulations.

This employee is responsible for issuing building, plumbing, electrical, street opening, occupancy, new business, and sign and demolition permits; conducting building electrical, and plumbing inspections; processing applications regarding Planning Board, Appeals Board, road acceptance, Great Ponds and its water quality, dam registration, and subdivision approval; acting ex-officio to the Planning Board and Conservation Commission; enforcing, MUBEC, the State Plumbing Code, National Electric Code, Town Building Code, and the Municipal Zoning Ordinances; ADA coordinator; maintaining liaison with appropriate state and local agencies; and maintaining and proposing contemporary changes to departmental record keeping and reports. This position shall ensure the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to planning and development programs and projects. Oversees the permitting process within the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and issuance of occupancy permits as required. Work is performed under the general supervision of the Town Manager. Work is reviewed through reports, discussions and results achieved.

### *ESSENTIAL DUTIES AND RESPONSIBILITIES*

Inspects buildings while under construction, alteration or repair for compliance with building, electrical, plumbing, and zoning requirements. Inspects old and dangerous buildings for fire and other dangers; confers with other town officials as appropriate.

Provides code information as requested by bank employees, lawyers, realtors, developers, and to individuals. Provides planning and development advice to the planning board, appeals board other officials; makes private and public presentations to the town manager, council, boards, commissions, civic groups and the general public when necessary, and provides descriptive information and site evaluations of parcels of inquiry; and assists with implementation of community development plans, programs and services.

Reviews building, plumbing, electrical, and usage plans for soundness and compliance with local ordinances and state regulations before issuing permits; makes recommendations to ensure compliance with codes. Investigates complaints of possible code violations, including building, plumbing, electrical and zoning, initiating appropriate action to ensure compliance as necessary. Surveys and inspects town of possible violations to ensure building and etc. activities are in compliance.

Interviews applicants and reviews applications for building, electrical wiring, plumbing, subdivisions, street opening permits, etc., calculates fees and issues same. Offers recommendations to applicants pursuant to local, state, and federal codes. Is responsible for public relations regarding codes such as a report in the Town Report and explanations to individuals and groups when necessary.

Attend meetings of the Town Council, Planning Board, Appeals Board, etc. when necessary. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning and economic development. Serves when assigned as a member of an economic development task force or committee composed of private, local, county or state groups. Responds to local citizens inquiring about community and or economic development activities and opportunities. Oversees approval of shoreline development permits, sign permits, subdivision plans, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.

Performs other work as required or requested by the Town Manager.

### *PERIPHERAL DUTIES*

Serves as a member of various employee committees.

### *DESIRED MINIMUM QUALIFICATIONS*

#### *Education and Experience:*

- (A)** Graduation from a high school or GED equivalent;
- (B)** Two years' experience related to building inspection, building construction, land use, public administration or a related field, or
- (C)** Any equivalent combination of education and experience.

#### *Necessary Knowledge, Skills and Abilities:*

- (A)** Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- (B)** Skill in operating the listed tools and equipment;
- (C)** Ability to be a certified Maine Code Enforcement Officer within one year of employment;
- (D)** Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate

complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

### *SPECIAL REQUIREMENTS*

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

### *TOOLS AND EQUIPMENT USED*

Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio, copy and fax machine.

### *PHYSICAL DEMANDS*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### *WORK ENVIRONMENT*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.