

## **Job Description-Code Enforcement Officer**

**Nature of work:** This is a responsible administrative and technical job involving the performance of building, plumbing, and land use inspections, the naming of streets and addressing of structures, the enforcement of code and zoning regulations, and participation in planning and site plan review processes.

The Code Enforcement Officer is responsible for issuing building, plumbing, floodplain management, land use, sign and demolition permits; conducting land use, building and plumbing inspections; enforcing municipal ordinances; maintaining liaison with appropriate state and local agencies; assigning street names and addresses and maintaining office records and reports. The Code Enforcement Officer provides administrative support to the Planning Board and Board of Appeals and maintains records for both boards. Work is performed under the general supervision of the Town Manager and the Code Enforcement Officer also exercises considerable independent judgment and discretion in the performance of his duties. Work is reviewed through reports, discussions and results achieved.

**Essential Duties and Responsibilities:** Duties and responsibilities of the Code Enforcement Office include the following:

- Maintain all records in the Code Enforcement Office
- Provide assistance to the public
- Issue permits
- Perform required inspections
- Investigate land use complaints and violations
- Issue violation notices as necessary
- Prosecute violations under Rule 80K as necessary
- Complete all reports as required
- Document all official actions and determinations
- Maintain an accurate record of work hours, vehicle mileage and office expenses
- Maintain required CEO certification
- Provide administrative support to Planning Board and Board of Appeals
- Assist Ordinance Committee in preparation of ordinance amendments
- Maintain the E9-1-1 addressing database and related official records
- Report all addressing information to the ESCB
- Complete other tasks related to the CEO office

### **Requirements of Work:**

The following knowledge and abilities are required to perform the work of the Code Enforcement Officer:

- Considerable knowledge of approved methods and materials used in building construction and plumbing installations.
- Considerable knowledge of local, state, and federal rules, regulations, ordinances and laws governing building construction, plumbing installations, E9-1-1 addressing, zoning and land use. Considerable knowledge of planning principles and plan review methods.
- The ability to analyze and interpret complex construction plans and specifications.
- The ability to deal with the public firmly and courteously under adverse or strained conditions.
- The ability to maintain records and prepare reports.
- The ability to recognize codes violations and to take appropriate enforcement action.
- The ability to communicate well both orally and in writing.

The following educational experience and certification is required to perform the work of the Code Enforcement Officer:

- A college degree in building construction, planning or other related field, or work experience in the field of construction, planning or code enforcement. State of Maine certification as a Code Enforcement Officer in the areas of building standards, shoreland zoning and land use.
- State of Maine certification as a Local Plumbing Inspector.
- State of Maine certification to represent the town in District Court in accordance with Maine Rules of Civil Procedure, Rule 80K.

The following personal qualifications are required to perform the work of the Code Enforcement Officer:

- Be at least 18 years of age
- Be a full-time resident of the State of Maine
- Be a U.S. citizen
- Possess a valid State of Maine driver's license and a vehicle to use in the performance of duties
- Have the physical ability to carry out the inspection and administrative duties of the office