

The Town of Waterboro (population 7800) is looking to hire a 32 hour per week Code Enforcement Officer/LPI. This person must have at least two years experience as a municipal CEO/LPI and be fully state certified. We are looking for someone who is a good communicator both orally and in writing, and can prove they excel in public relations. We also need this person to be comfortable with strong enforcement of code and zoning violations when needed. The CEO is staff liaison to the ZBA and could possibly be called on to occasionally assist with Planning Board and zoning ordinance revision tasks.

The present work schedule for this position is Tuesday 11am – 7pm and Wed/Thurs/Fri 9am – 5pm. Pay is negotiable depending on qualifications with a pay range of \$35K-40K for the 32 hour week. We offer \$9000 towards health insurance, as well as sick and vacation time and twelve holidays. The CEO is supported by a 32 hour per week code/planning Administrative Assistant.

Please apply by sending a cover letter and resume with three references and their contact information to Town Administrator Gary Lamb. Email submission is encouraged (administrator @waterboro-me.gov), although hard copies are also accepted (24 Townhouse Road, East Waterboro, ME 04030). Interviews may begin as soon as applications arrive and the position will remain open until filled. A complete job description is available on our website or by calling Tammy Bellman at 247-6166, ext 121.

Please call Gary Lamb if you have further questions, 247-6166, ext 100.