

**Town of Waterboro**  
**Position Description of Code Enforcement Officer – October 2014**

**GENERAL SUMMARY:**

Under the supervision of the Town Administrator, the CEO is responsible for administrative and technical work in carrying out building and plumbing inspections, securing compliance with building codes and zoning regulations, assisting in planning and site plan review processes, and enforcing state and municipal zoning ordinances.

**ESSENTIAL JOB FUNCTIONS:\***

- Promotes/maintains positive community relations through courteous and prompt customer service.
- Inspects buildings which are under construction, alteration, or repair for compliance with building permits or zoning requirements. Creates detailed records from site visits and inspections and ensures such records are maintained in individual parcel files.
- Reviews building and plumbing plans for soundness before issuing permits; makes recommendations to ensure compliance with codes.
- Investigates complaints of possible building code, plumbing, and zoning violations and initiates appropriate action to ensure compliance as necessary.
- Interviews applicants and reviews applications for building, demolition and plumbing permits, and calculates fees for same.
- CEO is responsible for the review and verification of all applications for subdivision and shoreland zoning permits; advises applicants and Planning Board of application status and compliance with ordinances; works with Town Planner to coordinate reviews with appropriate municipal departments.
- Drafts ordinances, prepares a departmental budget, assists and provides technical assistance to various town committees and boards including Road Review and LAC Committees.
- Collects land use data for use in preparation of comprehensive plan and development of zoning regulations.
- Attends and staffs Zoning Board of Appeals meetings; prepares appropriate memos and supporting documents.
- Prepares reports, maintains records; processes purchase orders and accounts payable, and monitors special projects.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Performs other related duties as required.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Duties require knowledge and legal interpretation of planning and zoning principles, methods of construction and technical code interpretation.
- Must be certified under Title 30A per current state standards for CEO and LPI duties
- Must possess a valid State of Maine driver's license.
- Considerable knowledge of and experience with state and local zoning and subdivision ordinance provisions and the ability to interpret same.
- Ability to analyze and interpret laws, ordinances, building codes, complex construction plans and specifications.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to keep varied and detailed records, to assemble and organize data, and to prepare thorough and concise reports.

- Ability to recognize code violations and to take appropriate enforcement action.
- Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.
- Ability to communicate well both orally and in writing.

**SUPERVISORY RESPONSIBILITY:**

Oversees work performed in the department by the CEO/Planning Administrative Assistant. Carries out supervisory responsibilities in accordance with Town policies and applicable laws.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Frequent periods are spent in non-office environments, including construction sites and involve standing, walking, climbing and bending. Work involves travel within Waterboro and to neighboring towns and may involve attendance at evening meetings.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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