

Town of Waterboro

TOWN OF WATERBORO

JOB OPENING

CODE ENFORCEMENT OFFICER

The Town of Waterboro is accepting applications for the full time position of Code Enforcement Officer. Code Enforcement Office is responsible for administrative and technical work in the carrying out of issuing permits, building and plumbing inspections, securing compliance with code and zoning regulations, assisting in the planning and site plan review and enforcing the state and municipal zoning ordinances. Work involves extensive public contact and must have the ability to interact in a positive manner with the public and co-workers. Work is performed in accordance with the ordinances and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials. Must be certified and possess a current L.P.I. license from the State of Maine. A copy of the job description is available upon request. Resume and cover letter should be sent to:

Code Enforcement Search
Town of Waterboro
24 Townhouse Road
E. Waterboro, Me 04030

Applications will be accepted until 5:00 p.m. on March 2, 2012. The Town of Waterboro is an Equal Opportunity Employer. For more information, contact the Town Administrator's Office at 247-6166 ext. 223 or via e-mail at administrator@waterboro-me.gov.

**Town of Waterboro
Position Description**

Position Title: **Code Enforcement Officer**

Date: June 20--

Reports To: Town Administrator

GENERAL SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:*

- Promotes and maintains responsive community relations through courteous and prompt customer relations and services.
- Inspects buildings which are under construction, alteration, or repair for compliance with building or zoning requirements.
- Provides code information as requested by banks, lawyers, realtors, developers, and to individuals.
- Reviews building and plumbing plans for soundness before issuing permits; makes recommendations to ensure compliance with codes.
- Reviews all plans submitted with building permit application according to the established timetable and process to ensure that all plans are in compliance with the appropriate municipal, state and federal ordinances and regulations.
- Investigates complaints of possible code violations, including building, plumbing, and zoning, initiating appropriate action to ensure compliance as necessary.
- Initiates and enforces rules and regulations and initiates legal action in relation to the enforcement of the municipal codes and ordinances according to established procedures in order to ensure compliance with appropriate codes and ordinances.
- Checks plans and specifications for plumbing installations, including septic systems and interior plumbing; refers plumbing code violations to the proper State agency.
- Assists the Health Officer and Fire Marshall in make inspections, and investigates complaints.
- Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues same.

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- Performs all plumbing inspections.
- Analyzes municipal codes and zoning ordinances and makes suggestions for revision to the Planning Board on an annual basis to ensure that the codes and ordinances are maintained in a current manner.
- Attends meetings of the Zoning Board of Appeals, and attends Planning Board meetings when requested and provides information concerning cases which are presented upon request of the Board(s) in order to assist the Board(s) in making decisions.
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- Prepares reports, maintains records; and monitors special projects.

Assists and provides technical assistance to various town committees and Boards, including Road Review

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 of planning and zoning principles, legal interpretation, methods of construction and technical code interpretation equivalent to completion of an Associates degree along with advanced courses from a four year college or university and three to five years of related experience, or equivalent combination of education and experience.

Must be certified under 30-A, M.R.S.A. Subsection 4201 to 4202 and 30-A M.R.S.A. Subsection 4451.

Must possess a current L.P.I. license from the State of Maine.

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Must possess a valid State of Maine driver's license. Considerable knowledge of approved methods and materials used in building construction and plumbing repair and installations.

Considerable knowledge of local, state, and federal enactment governing plumbing construction use and occupancy and the ability to interpret same.

Considerable knowledge of state and town zoning ordinance provisions and the ability to interpret same.

Considerable knowledge of principles and practices of municipal land use planning and plan review methods.

Knowledge of the subdivision and shore land and municipal zoning statutes.

Knowledge of title search and filing procedures.

Knowledge of the principles and practices of planning, design and development.

Knowledge of the techniques of graphics and layout.

Ability to analyze and interpret laws, ordinances, rules, and regulations.

Ability to analyze and interpret 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 standard reports from records.

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:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Frequent periods spent in non-office environments, including construction sites.

Involves travel within Town and to neighboring towns.

May involve attendance at evening meetings.

Knowledge and experience of relevant software applications - spreadsheets, word processing, and database

Frequent periods spent standing, walking, climbing, and bending.

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.

***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.**

Approval
06/03

Date

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.