



CODE ENFORCEMENT OFFICER/LOCAL PLUMBING INSPECTOR

Nature of Work:

This is a technical and administrative position responsible for the enforcement, in a uniform and equitable manner, of all municipal codes, zoning ordinances and other federal and state ordinances coming under this jurisdiction.

The Code Enforcement Officer/Local Plumbing Inspector is responsible for issuing building, plumbing and zoning permits; conducting inspections to ensure compliance; enforcing the State and municipal zoning ordinances; maintaining liaison with appropriate state and local agencies; and maintaining departmental records and reports.

Work is performed under the general policy direction and guidance of the Board of Selectmen, but the Code Enforcement Officer is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives.~ This position requires considerable contact with the public.

The Code Enforcement Office is appointed by and is responsible to the Board of Selectmen.

Duties and Responsibilities:

Duties include but are not limited to:

- Reviewing all plans submitted with building permit applications 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.
- Issuing building permits to appropriate applicants according to established procedures to ensure that building construction is in compliance with the appropriate municipal, state, and federal ordinances and regulations.
- Inspecting buildings and other structures for structural safety, fire safety, general sanitation and various other standards and requirements according to established inspection procedures to ensure the safety of residents or occupants.
- Initiating and enforcing rules and regulations and recommending to the Board of
- Selectmen corrective 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.
- Attending Planning Board meetings and providing information concerning cases which are in process in order to assist the Planning Board in making decisions.
- Attending Board of Appeals meetings and providing information concerning cases which are in process in order to assist the Board of Appeals in making
- decisions.
- Attending other board and committee meetings as needed.
- Enforcing the local shoreland, floodplain, and land use zoning ordinances in
- accordance with the procedures contained therein.
- Collecting fees authorized by the municipality.
- Keeping a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collected.
- Performing all building, plumbing and zoning inspections, as applicable.
- Investigating complaints of alleged violations of local land use laws.
- Performing related work as required.

- Quarterly compiling and reporting of activities to the Board of Selectmen
- prior to their first meeting of the quarter.
- Compiling and reporting~activities to the Board of Selectmen, for inclusion in
- the Annual Town Report.
- Providing code information as requested by banks, lawyers, realtors, developers, and individuals; advises plumbers and others regarding plumbing regulations.
- Answering inquiries received by phone, fax, e-mail, or directly from persons
- at the office.

Requirements of Work:

- Knowledge of pertinent municipal, state and national building and zoning codes and related laws and ordinances.
- Knowledge of the International Code Council building codes.
- Knowledge of plumbing codes and permit regulations.
- Knowledge of~National Fire Protection Association codes.
- Knowledge of generally accepted proper construction materials and methods in
- building, plumbing and electrical work.
- Knowledge of legal procedures involved in the enforcement of codes and
- ordinances.
- Ability to use modern office equipment and technology, to include computers and various software programs.
- Ability to use engineering, leveling, and related equipment.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to work harmoniously with contractors, workers, building owners, other Town employees, boards, and the general public.
- Ability to recognize code violations and to take appropriate corrective action.
- Ability to maintain records and prepare reports.
- Ability to communicate well both orally and in writing.
- Ability to analyze and interpret complex construction plans and specifications
- Ability to exercise discretion, tact, and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.
- Thorough knowledge of the Right to Know laws.
- Ability to manage job related stress.

Training and Experience Required:

Considerable experience in the construction industry or as a journeyman electrician or plumber, graduation from high school supplemented with two-year vocational program in building construction, structural design, supplemented by a college degree in a related field; or any equivalent combination of training and experience.

Necessary Special Requirements:

- The CEO must possess, or be able to secure within 12-months of his/her
- appointment, all of the necessary certification as required by 30-A, MRSA,
- section 4451 to legally perform the duties described in this job description.
- If the employee meets all certification requirements at the time of hire, it is their responsibility to supply the Town with a copy of all the mandated and applicable certificates.~ The Municipality shall notify the State Planning Office that the person filling the position is certified.~ Copies of the certificates will be made available to the State at their request.
- Unless already certified, the employee is considered to be probationary for the first 12-months that he/she is employed in this capacity.~ It is the employee's responsibility to;
 - Notify the State Planning Office that they are seeking the proper
 - certification.
 - Request notification of the process required to obtain certification.
 - Provide the Municipality with copies of all earned certificates within 30-days of receipt.
 - Obtain all mandated certifications by the completion of the probationary period.

Failure to comply with any of these requirements may result in employment termination at the end of the probationary period.

- Possess appropriate inspections licenses for direct inspections work performed.
- Possess a valid motor vehicle license and dependable transportation with proof of insurance.

ADOPTED: August 5, 2009

TAFT