

CODE ENFORCEMENT OFFICER Job Description

NATURE OF WORK

This is responsible administrative and technical work in carrying out the building, plumbing, health and sanitation inspections and in securing compliance with code and zoning regulations.

Employee of this class is responsible for issuing building, plumbing, and demolition permits, conducting building, housing, health and plumbing inspections; 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 supervision of the Town Manager with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

EXAMPLES OF WORK (Illustrative Only)

- ◆ Inspects buildings and site improvements 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.
- ◆ Investigates complaints of possible code violations, including building, plumbing, sanitation, and zoning, initiating appropriate action to ensure compliance as necessary.
- ◆ Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues same.
- ◆ Attends Board of Selectmen and Planning Board meetings, and staffs the Zoning Board of Appeals meetings as necessary.
- ◆ Enforces the Land Use Ordinance adopted by the Town of Raymond.
- ◆ Enforces the Town of Raymond's Shoreland Zoning which was mandated by the State of Maine.
- ◆ Enforces the Town of Raymond's Subdivision Ordinance.
- ◆ Enforces conditions placed on applicants by the Town of Raymond's Planning Board and Zoning Board of Appeals.
- ◆ Enforces the State of Maine Junk Yard Law.
- ◆ Enforces the Federal Government's mandated Flood Insurance Law.
- ◆ Enforces the Seasonal Conversion Law which is part of the Maine State Plumbing Code.
- ◆ Maintain the zoning map and text.
- ◆ Receiving, reviewing, and issuing use and building permits.
- ◆ Assisting the Assessors in keeping building and construction statistics up to date.

- ◆ Prosecutes building code and land use violators in court under Rule 80(K).
- ◆ Prepares and maintains records and reports.
- ◆ Performs related work as required.
- ◆ Prepares monthly and annual reports on work performed and forwards these reports to the Town Manager.

REQUIREMENTS OF WORK

- ◆ 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 ability to interpret same.
- ◆ Considerable knowledge of State and Town zoning ordinance provisions and ability to interpret same.
- ◆ Knowledge of approved methods and practices of conducting health and sanitation inspections.
- ◆ Ability to analyze and interpret complex construction plans and specifications.
- ◆ Ability to deal with the public firmly and courteously under adverse and strained conditions.
- ◆ Ability to maintain records and prepare reports.
- ◆ Ability to recognize code violations and to take appropriate enforcement action.
- ◆ Ability to communicate well both orally and in writing.

DESIRABLE EXPERIENCE AND TRAINING

Considerable experience in the construction industry; graduation from an accredited 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

Possess appropriate inspections licenses for direct inspections work performed.

Must possess valid motor vehicle operator's license.