

POSITION DESCRIPTION

Class Title:	Associate Code Enforcement Officer	Org:	14004
FLSA:	Non-Exempt	Obj:	500103
Grade:	5	New:	08/16/2017

Associate Code Enforcement Officer

SUMMARY

This is a professional, administrative, and technical position in the enforcement of building and zoning codes, business licenses, plumbing permits and inspections, electrical inspections, and other regulatory requirements for the City of Saco and Town of Old Orchard Beach. The Associate CEO is responsible for assisting with building, plumbing, electrical, and zoning inspections, reviewing permit applications, business licensing, floodplain coordination, and occasional support for the Board of Appeals, complaint resolution, and administration of additional programs as developed.

SUPERVISION RECEIVED

Direct supervision is received from the Code Enforcement Officer, although considerable independent judgment is exercised in carrying out the daily functions of the position.

COMPETENCIES

Team Player	Conflict Resolution
Organizational Skills	Interpersonal Communication Skills

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Checks buildings under construction, alteration or repair for compliance with the building, plumbing, electrical codes, and zoning ordinances for the municipality.
2. Inspects business license establishments when needed.
3. Reviews construction and plot plans for code compliance before issuing building permits.
4. Conducts inspections on existing structures and buildings for code compliance and issues letters of correction.
5. Provides information on Municipal Ordinances zoning, building related codes, floodplain status, and other data as requested by citizens and clients.
6. Reviews applications for building or occupancy permits.

7. Investigates complaints of possible code, building, plumbing and electrical violations, and initiating appropriate action to insure compliance as necessary.
8. Acts as staff resource to the Zoning Board of Appeals and other boards as needed.
9. Issues plumbing permits for internal and external installations, including septic systems and sub-surface waste water disposal systems.
10. Composes letters of information and notices of violation as called for.
11. Performs plumbing inspections at various stages of construction as dictated by the State Plumbing Code.
12. Attends continuing education on plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws, Maine Uniform Building and Energy standards towards State Certification and legal issues related to code enforcement.
13. Responds to public inquiries regarding all applicable regulations.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or GED certificate is required.
- Graduation from a four-year college with a degree in business, management, engineering, public administration or related field, or graduation from a two-year college or post-high school vocational program with five or more years of experience in building or related trades is preferred.
- Any combination of training and experience with progressively responsible experience in the construction, electrical or plumbing trades which render the individual capable of performing the requirements of the job effectively and efficiently will be considered.
- Position will require state certification as a Code Enforcement Officer and Local Plumbing Inspector. If not certified, certification must be obtained within one year.
- Master electrician and/or experience in the electrical field highly preferred.

Necessary knowledge, skills, & ability

1. Extensive knowledge of modern building construction practices and methods, materials and equipment, and of various stages of construction when possible, violations and defective work that may most practicably be observed and subsequently ordered to be corrected.

2. Working knowledge of any applicable building, electrical, plumbing, heating, health, zoning code and related laws and ordinances.
3. Considerable knowledge of the principles and practices of building construction and code administration as applied to the enforcement of building regulations and maintenance.
4. Ability to understand and interpret complex construction plans and specifications, codes, statutes, and ordinances.
5. Strong interpersonal skills and the ability to establish and maintain effective working relationships with employees, other departments, officials, developers, contractors, architects, engineers, attorneys, and the general public.

TOOLS & EQUIPMENT USED

This position requires advanced knowledge and applications for the following:

- Microsoft Office 2007 applications – Access, Word Processing, Excel, Outlook, PowerPoint
- Windows 7 Operating System
- Leveling and measuring instruments
- Cell phone
- IWorqs

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 80lbs. This position requires full range of body motion, to include bending at waist and full use of all extremities and back muscles. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tool or controls, reach with hands and arms and drive a car. The employee is occasionally required to traverse a variety of terrains at construction sites, climb ladders and climb scaffolding

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is normal for business office activities. Occasionally the Associate Code Enforcement Officer is exposed to loud construction sites in a variety of weather situations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The 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.

EQUAL OPPORTUNITY EMPLOYER

The City of Saco and the Town of Old Orchard Beach are strongly committed to diversity in its work force. We are affirmative action / equal employment opportunity employers.

APPLICATION PROCESS

A complete application will include the completed application, letter of intent, resume, and references. Please contact MaryLou Kadlik, Human Resources Director, with any questions at (207)710-5037.