

Town of Old Orchard Beach
Code Enforcement Officer
Job Description updated on 01/30/2018

JOB DESCRIPTION: CODE ENFORCEMENT OFFICER
DEPARTMENT: CODES ENFORCEMENT
REPORTS TO: TOWN MANAGER/TOWN PLANNER
SUPERVISES: DEPUTY CODE OFFICERS
ADMINISTRATIVE ASSISTANTS

General Nature of Work

This is technical and administrative work responsible for the enforcement, in a uniform and equitable manner, of all municipal codes, zoning ordinances and other applicable federal and state laws coming under this jurisdiction. The Code Enforcement Officer is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives as well as maintaining departmental records and reports. This position requires considerable contact with the public in addition to maintaining a liaison with appropriate state and local agencies. Work is reviewed through reports, discussions and results achieved.

This position is based on a yearly appointment by the Town Council with no expectation of reappointment per MRSA 30-A 2601-A.

Supervision

Works under the direct supervision of the Town Manager, who may delegate the responsibility to the Town Planner.

Supervises

Deputy Code Enforcement Officers

Job Environment

- Work is generally performed under typical office conditions and various construction and non-construction environments and properties outside of Town Hall.
- Operates a computer, general office equipment such as copier, calculator, facsimile machine, and telephone.
- Makes regular contact with other employees, Town officials, and general public.

Essential Functions

The essential functions or duties listed below 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

- Performs a variety of field and office work in support of the Town's local code enforcement program; enforce compliance with the Town's regulations and ordinances including those pertaining to zoning, land use, fire code, nuisance housing, building codes, health and safety, blight, and other matters of public concern.
- Reviews 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 laws and regulations.
- Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues same.
- Issues building permits to appropriate applicants according to established procedures to ensure that building construction is in compliance with the appropriate municipal, state, and federal laws and regulations.
- Performs site/construction/building inspections
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of Town zoning and related municipal codes and ordinances in a timely and tactful manner. Confers with other municipal officials relative to mutual problems and with property owners, contractors, and the general public, relative to complaints and service requests.
- Conducts thorough field investigations on violations and complaints, follows the Town's procedures for obtaining compliance and resolutions.
- As the Business License Administrator, is responsible to oversee business license processes.
- Responsible for the Town's business and rental housing licensing programs; record locations of rental housing and other property maintenance matters of public concern; obtain right of entry to inspect private property; track progress.
- Responsible for the identification and inspection of buildings and other structures for structural safety, fire safety, sanitation and other standards and requirements according to established inspection procedures to ensure the safety of those buildings.
- Responsible for securing and properly posting dangerous and/or vacant residence and buildings 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.
- Prepare evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
- Analyzes municipal codes and zoning ordinances and makes suggestions for revision on an annual basis to ensure that the codes and ordinances are maintained in a current manner.
- Serves as lead staff person to the Zoning Board of Appeals. When requested, attend Planning Board and Town Council meetings and provides information concerning agenda items in order to assist the Board(s) in making decisions.
- Serves as a resource to other Town departments, the general public and outside agencies in the enforcement of zoning regulations, ability to interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other groups.

- Enforces the local shoreland zoning ordinance in accordance with the procedures contained therein.
- Investigates complaints of alleged violations of local land use laws.
- Collects fees authorized by the municipality. The amount of any such fee shall be set by the municipality. The fee shall be remitted to the municipality.
- Keeps a complete record of all essential transactions of the office, including applications submitted, diagrams and photographs, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collect.
- Develop and present fiscal budget; implement approved budget
- Performs other work as directed

Recommended Minimum Qualifications

Training and Experience

A minimum of 5 years' experience in the construction or code enforcement industry. Graduation from a two year vocational program in building construction and/or structural design, preferably supplemented by a college degree in a related field, or equivalent combination of training and experience. Ability to obtain all necessary certifications administered by the State of Maine in the enforcement of: Land Use, Maine Uniform Building Code, Internal Plumbing, Subsurface Waste and Shore-land Zoning within 1 year of hire.

Special Requirements

- Successful completion of State Legal and Court Rule 80-K course within one year of hire
- Must possess and maintain Maine State Local Plumbing Inspector License; preferred upon hire; or required within one year of employment.
- ICC Property Maintenance training within three years of employment.
- Must possess proficient computer skills
- Must possess and maintain a valid appropriate State of Maine motor vehicle operator's license

Knowledge, Ability and skill

- Knowledge of pertinent municipal, state and national building and zoning codes and related laws and ordinances.
- Knowledge of the I.C.C. building codes and Maine Building Code- Energy Code (MUBEC).
- Knowledge of plumbing and electrical codes and permit regulations.
- Knowledge of N.F.P,A. codes.
Knowledge of A.D.A. and Maine law regarding accessibility.
- 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, including procedures under Rule 80K.
- Knowledge of approved methods and practices of conducting health and sanitation inspections.
- Knowledge of GIS and iWorks systems preferred

Ability

- Ability to analyze and interpret complex construction plans and specifications.
- Ability to conduct field inspections, recognize code violations, take appropriate enforcement action, and obtain compliance.
- Ability to prepare a variety of written reports, memos, and correspondence related to code enforcement activities.
- Ability to maintain accurate records
- Ability to express ideas effectively, verbally and in writing.

Skill

- Establish and maintain effective working relationships with other employees, Town Officials and the general public

Physical and Mental requirements

Minimal physical effort generally required in performing administrative, inspection duties. This position requires light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site; sometimes required spending several hours walking or standing. Exposed to outdoor weather conditions, and extremes of heat and cold. While performing the duties of this position; the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Incumbent is occasionally required to lift up to 60 pounds. Performance of essential functions may also require employee to climb, balance, stoop, kneel, crouch, or crawl. Normal vision requirements. Equipment used includes light equipment, hand tools,

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer, as the needs of the employer and requirements of the job change

The Town of OOB is an Equal Employment Opportunity Employer.

Application Deadline: February 16, 2018 at 2pm

Submit Applications & Resumes to:

Town of Old Orchard Beach
 Attn: HR Office
 1 Portland Ave
 Old Orchard Beach ME 04064
 Email: fbeaulieu@oobmaine.com