

## Town of Hampden Code Enforcement Officer/Local Plumbing Inspector

Town of Hampden

**\*\*Position will remain open until filled\*\***

Position Title: Code Enforcement Officer/Local Plumbing Inspector  
Department: Public Safety  
Reports to: Deputy Fire Chief  
Classification: Non-Exempt  
No. of Openings: 1 – 40-hour Full-Time Position  
Wage Range: \$23.14 - \$29.54 Depending on experience and qualifications

### Nature of Work:

This is technical and administrative work responsible for issuing building, plumbing, and other permits, the enforcement in a uniform and equitable manner of all municipal/state codes, Maine Uniform Building and Energy Code, zoning ordinances and other applicable federal and state regulations coming under this jurisdiction.

### Essential Duties and Responsibilities:

- 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 ordinances and regulations.
- 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 ordinances and regulations.
- Inspects 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.
- 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.
- Staffs and attends meetings of the Board of Appeals and Planning & Development Council Committee, and attends the Planning Board 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.
- Enforces the local shoreland zoning ordinance in accordance with the procedures contained therein.
- Collects fees authorized by the municipality.
- Keeps 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.
- Member of the Staff Review Committee for Minor Site Plan applications.

- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Investigates complaints of alleged violations of local land use laws.
- Knowledge of all types of building construction, materials, methods and stages in construction.
- Knowledge of methods and techniques of inspection and checking plans and blueprint specifications.
- Ability to work in all types of adverse weather conditions.
- Ability to perform inspections on a variety of existing and new structures including dwelling units and commercial business in all stages of construction from foundations to high-rise structures.
- Serves as a Stormwater Inspector for the Town's MS4 Permit
- Serves at the Floodplain Manager.
- Serves as the E-911 Addressing Officer
- Serves as the Local Health Officer
- Performs other related work as required or assigned.

#### Competencies/Education/Experience:

- High School graduate or GED equivalent.
- Certified by the State of Maine as a Code Enforcement Officer (preferred), or within 1-year of hire (Legal Issues, Land Use, Shoreland Zoning, Residential Building, Commercial Building, Residential Indoor Ventilation, Commercial Indoor Ventilation, Residential Energy, Commercial Energy, Residential Radon)
- Certified by the State of Maine as a Local Plumbing Inspector (preferred), or within 1-year of hire (Legal Issues, Internal Plumbing, Subsurface Wastewater)
- Must have a valid State of Maine Class C Motor Vehicle Operator's License & must have and maintain a good driving record.
- Familiarity with MS Office (Word, Excel, Outlook, etc...), TRIO Municipal Software (preferred), GIS Software.
- Successfully completes a comprehensive background investigation.

#### Working Conditions/Physical Demands:

Light to moderate physical effort required; occasionally lift and/or move 50 pounds. May work near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. May be exposed to loud noises & bright lights at construction sites. Work is performed primarily in the municipal building, vehicles and outdoor settings, in all weather conditions, including temperature extremes, day and night.

Frequently required to sit, talk or hear, stand, walk, use hands and fingers to handle, or operate objects, tools, or controls, and reach over head with hands and arms in order to perform the essential functions of the position.

Occasionally required to climb or balance, stoop, kneel, crouch, crawl, and/or smell. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements are intended to describe the general nature and the 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.

**EEO Statement:**

The Town of Hampden provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Please submit cover letter, resume and application via mail or in person to:

Applications can be found at [www.hampdenmaine.gov/jobs](http://www.hampdenmaine.gov/jobs)

Town of Hampden  
Deputy Fire Chief  
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