



## **Deputy Director of Code Enforcement – Permitting and Inspections Manager**

The City of South Portland is currently seeking a 37.5 hour a week full-time Deputy Director of Code Enforcement to join our Planning and Development Department. This is an opportunity to join a well-run city and play a part in serving our community with further opportunities for promotion and growth. We are seeking a steady individual with solid communication skills to collaborate with the Code Enforcement Officer (CEO) Division Director and to act as a resource for our residents.

**Position Summary:** Act as a primary information resource. Interact with residents, property owners, contractors, developers, and businesses who request consultation on permitting, inspections, processes, and code and zoning requirements to ensure development and construction meet all City-adopted codes and regulations. Facilitate the permitting and inspection process, manage workflow, and coordinate with inspectors and other office staff as required. Serve as deputy to the CEO and assume all duties of the CEO Division Director in his/her absence.

Work is performed under the direction of the Code Enforcement Officer Division Director. Work is reviewed by the Code Enforcement Officer Division Director through informal discussions, periodic feedback sessions, evaluations, and feedback from the public and general observation of work performance and/or results obtained. Provide certain operational oversight of workflow and coordination within the office and advise and coach employees and assist CEO Division Director with feedback for evaluations. However, no employees directly report to this position for hiring, evaluation, discipline and termination purposes.

**Education:** Bachelor's degree from an accredited college or university in public administration, business management, building trades, or a related field of study.

**Experience:** Five (5) years of increasingly responsible experience in code enforcement, community planning and development, or a similar field. Six (6) or more years is preferred. Experience or training in land use regulations, construction methods, and municipal government is preferred.

**Certifications required:** Certification as a Code Enforcement Officer and Local Plumbing Inspector by the State of Maine required within twelve (12) months of appointment. The ability to complete all required training and certification standards for Code Enforcement Officer as required by the State of Maine, Office of State Fire Marshal, Division of Building Codes, Code Enforcement and Certification Training Program and Title 30-A M.R.S. § 4451.

Must possess and maintain a valid State of Maine Class C motor vehicle operators' license and be able and willing to operate a motor vehicle in order to conduct site visits and inspections.

**Benefits:** The City of South Portland offers competitive pay and a robust selection of employee benefits, including an excellent health plan with affordable family coverage, matched retirement options, dental,

vision, life, income protection, long term disability, flexible spending accounts and more. The City also offers health insurance “payment-in-lieu” and professional development opportunities. We offer thirteen (13) paid holidays, fifteen (15) sick days annually, two (2) personal days, and vacation commensurate with relevant experience. The City of South Portland is proud of its talented and dedicated workforce and provides employees job stability; a positive, family friendly workplace where work/life needs are valued and supported; and the support, encouragement and tools for successful careers. The City of South Portland values diversity and inclusion in the workplace, and embraces sustainable operations. Come join our team dedicated to service excellence!

**Starting Salary Range:** \$42.95 - \$48.44/hour (\$83,753 - \$94,458 annually) depending on experience. This position is eligible for annual step increases, and possible annual cost of living increases as approved by the City Council.

**Applications will be accepted until position is filled. First round interviews will be determined for all who apply on or before Friday, January 12, 2024.**

Job description and fillable application are available on our website at [www.southportland.org](http://www.southportland.org).

To apply please send a cover letter, resume, application and three professional references to [apply@southportland.org](mailto:apply@southportland.org), or mail them to us at:

**City of South Portland  
Genny Dyer, Human Resources Generalist  
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EOE**