



Job Description Deputy Code Enforcement Officer

Position: Full Time Employee
Hours: 40 hours per week, plus additional time as authorized for Planning Board meetings
Classification: Hourly, not-exempt from overtime

General Responsibilities:

Performs the duties of Deputy Code Enforcement Officer, Local Plumbing Inspector, and E-911 Addressing Officer. This position is contracted out for 20 hours per week to the Town of Southwest Harbor.

Specific Responsibilities:

The following are typical examples of work to be performed, although some additional duties should be expected and will be required:

1. Maintain harmonious relationships with other employees, public officials and the general public.
2. Plan, organize, direct and carry out the work of the Code Enforcement Department.
3. Make on-site inspections of land and buildings to determine building permit compliance (e.g.- new construction of homes, garages, sheds, additions, pools).
4. Answer questions from the public regarding code enforcement laws and regulations.
5. Execute official documents as required by law.
6. As requested, attend meetings of the Select Board.
7. Review 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, ordinances and regulations.
8. Issue 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, ordinances and regulations.
9. Initiate and enforce rules and regulations 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.
10. Assist the Planning Board with analyzing municipal codes and zoning ordinances and make suggestions for revisions to ensure that the codes and ordinances are maintained in a current manner.
11. Attend all meetings of the Planning Board and provide information concerning cases which are presented in order to assist the Board in making decisions. In collaboration with the Chair of the Planning Board, prepare Planning Board agendas and packet materials in advance of meetings.
12. Enforce the local shoreland zoning ordinance in accordance with the procedures contained therein.
13. Collect fees authorized by the municipality.
14. Keep a complete record of all essential transaction of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation permits, appeals,

court actions, violations investigated, and violations found and submit an annual report of same to the Town Clerk by March 1 of each year.

15. Investigate complaints of alleged violations of local land use laws and prosecute same as necessary and appropriate.
16. Maintain a valid State of Maine Driver's License and certification as a Local Plumbing Inspector and Code Enforcement Officer, including certification in Shoreland Zoning, Land Use and Planning, Legal and Technical Issues, Subsurface Wastewater and Internal Plumbing.
17. Perform related duties from time to time as may be directed by the Town Manager.

Supervision Received:

The Deputy Code Enforcement Officer reports to the Code Enforcement Officer and to the Town Manager.

Supervision Exercised:

The Deputy Code Enforcement Officer supervises no employees.

Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Knowledge of English composition, spelling, grammar, and business mathematics.
2. Considerable skill in the use of computer software and hardware.
3. Ability to establish and maintain effective relationships with fellow workers and the general public.

Education and Experience:

1. Graduation from standard high school, supplemented by considerable course work in the code enforcement field.
2. Certified in Code Enforcement (or obtained within 12 months), Certified LPI, or ability to get certified within 12 months.
3. Any equivalent combination of experience and training.

Physical Demands:

1. Visual acuity sufficient to read documents and computer screens.
2. Manual dexterity to write and manipulate computer peripherals for much of the workday.
3. Aural ability to sufficiently communicate in person and on the telephone.
4. Physical ability to visit construction sites and lift packages up to 10 pounds.

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

~ The Town of Tremont Is an Equal Opportunity Employer ~

I received a copy of this job description on _____ Signed _____