

TOWN OF BROWNVILLE

JOB DESCRIPTION

Position Title: Code Enforcement Officer

FLSA: Non-Exempt

Department: Public Safety

Classification: Part-Time

Reports to: Town Manager

Revised: September 2022

POSITION SUMMARY

Responsible for administration and technical oversight of all municipal codes, zoning regulations, ordinances and other related regulatory issues to ensure compliance. Provides positive interface with taxpayers, contractors, real estate agents and the general public on all related issues.

Responsible for issuing building and demolition permits; conducting building and plumbing inspections; enforcing the state and municipal zoning ordinances; acts as a liaison with appropriate state and local agencies; maintaining departmental records and reports; and assisting the Planning Board with review of plans and proposals, renders legal advice, and assists with the maintenance of records. Work is performed under the general supervision of the Town Manager with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ✧ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner.
- ✧ Adheres to the policies set forth in the Employee Handbook
- ✧ Arrives on time and prepared for the work day
- ✧ Maintains a clean and organized workspace (including all buildings and vehicles).
- ✧ Demonstrates cooperation and adaptability while interacting with all team members
- ✧ Is approachable and responsive to ideas and feedback
- ✧ Actively contributes as a team member when completing tasks, projects or meeting goals
- ✧ Able to work independently with minimal direction
- ✧ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ✧ Reports all injuries and accidents immediately to his/her supervisor and/or the Town Manager

POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ✧ Reviews all applications for building permits, and approves/denies and arranges for issuance of permits as appropriate.

Initials _____

- ✧ Inspects structures for compliance with codes and regulations; orders corrections as required.
- ✧ Enforces all rules and regulations relating to municipal codes, zoning regulations and ordinances.
- ✧ Serves as an information resource on zoning, shoreland zoning, flood plain, other land use and building code questions.
- ✧ Oversees and directs Plumbing Inspector(s) or may serve as Local Plumbing Inspector.
- ✧ Attends and serves as an information and recommendation resource to Planning Board and Board of Appeals meetings as needed or requested.
- ✧ Receives all code and zoning complaints and initiates investigations/remedial action on a timely basis.
- ✧ Initiates formal enforcement action on violations if voluntary compliance cannot be achieved.
- ✧ Assist in the revision and/or update of the Town's Comprehensive Plan.
- ✧ Advises the Town Manager and Boards on issues related to municipal codes and zoning; recommends revisions when appropriate.
- ✧ Assists the Local Health Officer as needed/requested.
- ✧ Works closely with Town Manager and Board of Selectpersons to identify Dangerous Buildings and Junkyard violations; follows through with notifications to property owners and enforces regulations in compliance with 17 M.R.S.A. § 2851-2859.
- ✧ Complies with all State Statutes related to Land Use, specifically 30-A M.R.S.A. §4351-4457.
- ✧ Accurately maintains all records and generates reports related to code enforcement, zoning and permits.
- ✧ Performs related work as required.

DESIRED EDUCATION & EXPERIENCE

- ✧ Considerable knowledge of or experience with approved methods and materials used in building construction.
- ✧ Previous experience in a Code Enforcement Office position is preferred. Other related experience may be considered.

REQUIREMENTS

- ✧ State of Maine Code Enforcement Officer Certification
- ✧ Knowledge of State of Maine Land Use Regulations, municipal codes, zoning regulations and ordinances and ability to interpret same.
- ✧ Ability to analyze and interpret complex construction plans and specifications.
- ✧ Ability to deal with the public firmly and courteously under adverse or strained conditions.

- ✧ Ability to recognize codes violations and to take appropriate enforcement action.
- ✧ Must possess valid motor vehicle operator's license.

ACKNOWLEDGEMENT

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Dated _____

Employee's Signature

Printed Name

Initials _____