

JOB DESCRIPTION: CODE ENFORCEMENT OFFICER

Nature of Work

This is responsible administrative and technical work in the performance of the Town of Madison's code enforcement and planning functions.

This position is responsible for building inspections in accordance with the Maine Uniform Building & Energy Code (MUBEC). In addition, the position is responsible for the Town's site review ordinance enforcement and administration, shoreland zoning ordinance enforcement and administration, subdivision ordinance enforcement and administration, plumbing inspections, health inspections, and sanitary code.

Work is performed under the general supervision of the Town Manager, with considerable independent judgment and discretion in accordance with applicable laws and ordinances. The contractor serves as technical staff to the Planning Board, Board of Appeals, and works with other special town committees, such as Comprehensive Plan Committee or Capital Improvement Planning Committee.

Requirements of Work

Reviews, plans and inspects buildings under construction, alteration or repair to ensure compliance with the land use ordinance and the subdivision ordinance requirements.

Interviews applicants and reviews applications for building or demolition permits, calculates fees and issues same.

Serves as technical staff to the Planning Board & Board of Appeals, prepares agendas, background materials, presents case in front of Board, conducts required research, handles follow-up, and issuing notice of decision.

Serves as health officer on various environmental and health issues per State statutes and guidelines.

Conducts internal and external plumbing inspections per State statutes and Sanitary Code guidelines.

Prepares and maintains all required records and reports.

Prepares and administers office budget.

Performs related work as may be required and assigned by Town Manager.

Thorough knowledge of Madison Flood Hazard Building Permit System, Sanitary Code, Site Review Ordinance, Shoreland Zoning Ordinance, Subdivision Ordinance and Property Maintenance Ordinance, State Plumbing Code, Maine Uniform Building & Energy Code (MUBEC), State Health Statutes, and State Land Use Laws, as well as other municipal ordinances where applicable, and the ability to interpret same.

Considerable knowledge of approved methods and materials used in building construction.

Ability to analyze and interpret complex construction plans and specifications.

Ability to recognize code violations and to take appropriate enforcement action.

Thorough knowledge of the principles and practices of planning.

Thorough knowledge of economics, municipal finances, and sociology as applied to planning.

Considerable knowledge of the techniques of planning research.

Knowledge of approved methods and practices of conducting health and sanitation inspections.

Considerable knowledge of local, state, and federal enactment's governing plumbing construction, use and occupancy, and ability to interpret same.

Ability to maintain records and prepare reports.

Ability to communicate well both orally and in writing.

Ability to deal with the public firmly and courteously under adverse or strained conditions.

Necessary Special Requirements

Must possess valid motor vehicle operator's license.

Must be certified code enforcement officer and plumbing inspector or be able to obtain such certifications with a reasonable length of time.

2020 Wage Range: \$17.50 - \$20.00 Depending on Certifications and Experience