

**TOWN OF BETHEL
JOB DESCRIPTION
CODE ENFORCEMENT OFFICER**

Job Title:	Code Enforcement Officer	Classification: Exempt
Department:	Planning & Community Development	Other:
Reports To:	Town Manager	Supervises: Planning Assistant
Position Type:	Full-time Monday through Friday, 40 hours per week.	

GENERAL SUMMARY: This position is responsible administrative and technical work to ensure compliance with shoreland zoning regulations, land use regulations, and building and plumbing codes. This position may require attendance at evening meetings of the Planning Board, Board of Appeals, Ordinance Review Committee, and Select Board. An employee of this class is responsible for issuing building, plumbing, and shoreland zoning permits; enforcing the local land and shoreland zoning ordinances; enforcing street entrance and flood hazard regulations; and assigning house numbers and maintaining the town's house numbering data base for Enhanced 911.

ESSENTIAL JOB FUNCTIONS:

- Interviews permit applicants and reviews building and plumbing plans for soundness before issuing permits; makes recommendations where appropriate to ensure compliance with codes
- Inspects buildings that are under construction, alteration or repair for compliance with building, plumbing, and land use regulations
- Inspects shoreland properties for compliance with shoreland zoning ordinance
- Provides code information as requested by individuals, banks, lawyers, realtors, and developers.
- Investigates and documents complaints of possible code violations, including building, plumbing, sanitation, and shoreland zoning; and initiates appropriate action to ensure compliance as necessary
- Prepares a variety of written communications, including reports, correspondence, and public notices
- Reviews development applications and provides technical assistance to property owners, developers, builders, surveyors, engineers, other professionals, and the public to ensure conformance with prudent planning practice, town and state laws, ordinances and regulations
- Coordinates with other municipal, regional, state and private agencies and personnel to review specifics of plans, plats, ordinances and regulations
- Meets with the public, committees, boards and commissions in the town to discuss disputes or problems, and work with abutters, attorneys, developers, and others to resolve specific issues.
- Develops, in concert with appropriate Boards and Committees, amendments to the Shoreland Zoning Ordinance, Subdivision Regulations, and Flood Plan
- Assists other town departments with information and interdepartmental operation related to the Code Enforcement Office
- Prepares and maintains departmental records and reports and provides administrative assistance to the Ordinance Review Committee
- Supervises the Planning Assistant
- Maintains regular, predictable and reliable attendance
- Maintains excellent communication and foster a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs related work as required
- Acts as Local Health Officer

- Inspects and recommends Cannabis Operation Permits to Select Board

KNOWLEDGE/SKILLS

- Considerable knowledge of approved methods, materials, and practices used in building construction and plumbing installation and repair.
- Considerable knowledge of local, state, and federal laws and regulations governing construction, use, and occupancy, and ability to interpret the same.
- Considerable knowledge of town land use ordinance provisions and the ability to interpret the same.
- Knowledge of the theory and practice of land use planning and shoreland zoning and other aspects of planning pertinent to the local government environment.
- Extensive knowledge of various computer software programs including Microsoft Office and the skills to operate a computer and other office equipment efficiently.
- Knowledge of field safety

ABILITY TO:

- Supervise in a positive, respectful, and consistent manner while holding individuals accountable for their performance and behavior
- Analyze and interpret complex construction plans and specifications and assist others in their interpretation
- Organize and maintain comprehensive records of actions taken, permits requested, and prepare reports as required
- Recognize code violations and take appropriate enforcement action, including the ability to work effectively with other town officials, and coordinate enforcement actions
- Communicate professionally and effectively with a variety of public and private officials, other employees, and the public both orally and in writing
- Establish and maintain effective working relationships with co-workers and the public
- Negotiate effectively in a firm, but cordial manner under sometimes adverse conditions
- Maintain confidentiality
- Maintain records
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Attend any required or recommended training

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High School diploma or equivalent
- Three (3) years' experience in the construction industry or as a journeyman electrician or plumber
- Effective supervisory experience required; or
- Any equivalent combination of training and experience

Licenses/Certifications:

- Current valid State of Maine driver's license with a clean driving record
- Certified Code Enforcement Officer and Local Plumbing Inspector

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk; talk; hear; sit; use hands to handle, feel, or operate objects, tools, or controls; operate a motor vehicle; and reach with hands and arms. Vision abilities required by this position include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to twenty-five (25) pounds. The noise level in the work environment is usually moderate.

Must have mobility sufficient to operate in a building, office, and field environment, including site visits to any property within the Town, and may also include construction sites in various stages of development. Field sites may include uneven ground and areas with potential hazards, including various adverse weather conditions. Appropriate safety equipment will be provided.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employee Signature:

Date: