

TOWN OF ELIOT

Job Description

Job Title: Code Enforcement Officer
Department: Administration
Reports To : Administrative Assistant
FLSA Status: Non-Exempt

GENERAL SUMMARY:

Inspects and provides technical information/administration in the application and enforcement of applicable federal regulations, state laws, state regulations and municipal ordinances within the Town of Eliot.

ESSENTIAL JOB FUNCTIONS:

- Reviews construction plans and plot plans for completeness.
- Processes applications for the Planning Board and Board of Appeals and explains process to applicants.
- Issues building permits and collects applicable fees.
- Inspects existing buildings and buildings under construction, alteration, or repair for compliance with electrical, plumbing, septic and zoning code requirements and other related ordinances, codes and state regulations.
- Investigates complaints of possible building, plumbing, zoning and septic code violations and takes appropriate action with the violators.
- Acts as liaison to Board of Appeals, as needed, for public hearings and/or technical advice.
- Provides code information to various individuals and public service agents/agencies.
- Maintains office records and prepares necessary correspondence, annual reports, and reports to state agencies.
- Manages the growth management ordinance.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Knowledge of municipal ordinances, sub-division law, environmental protection regulations and building standards.
- Knowledge of electrical and plumbing standards and architectural and engineering practices.
- Ability to form effective working relationships with fellow employees, subordinates and supervisor.
- Ability to deal effectively with the public and maintain a fair and impartial attitude in working relationships.
- Ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

- 2-Year college-certificate or equivalent.
- 3 to 5 Years experience.
- Code Enforcement Certification and continuing education credits.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office working conditions
- On-site inspections
- Must have and maintain a valid driver's license.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*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 reasonable accommodation to be determined by management on a case by case basis.

Approval

Date