

Town of Portage Lake

Code Enforcement Officer (CEO) & Licensed Plumbing Inspector (LPI)

Job Description

Nature of work:

Responsible for administrative and technical work in enforcing all applicable federal laws, state laws, the town's Shoreland Zoning Ordinances and the Town's Land Use regulations in a uniform and equitable manner. The job includes permitting and inspections of development projects and subsurface wastewater systems, and securing compliance with the towns' ordinances.

Maintains liaison with appropriate state and local agencies and properly maintains departmental records and reports in an organized manner. Work is performed under the general supervision of the town manager with considerable independent judgment and discretion in accordance with applicable laws and ordinances. This position requires considerable contact with the public.

Hired by the Town Manager and appointed by the Select Board, but duties and responsibilities are mandated by State Statute. The CEO exercises considerable independent professional judgment and initiative in conduct of work in accordance with 30-A M.R.S.A. 4451. The position involves close cooperation with the Town Manager and other departments concerning areas related to code enforcement functions. Reports to the Town Manager, per Town of Portage Lake Personnel Policy.

Performs duties of the Local Health Officer in accordance with the direction established by the Department of Health & Human Services, and per Maine statutes.

Secretary to the Planning Board and the Zoning Board of Appeals; prepares minutes of meetings, helps plan agendas, and properly posts meetings as needed. Read the Portage Lake Land Use Ordinance for more details.

Essential Duties and Responsibilities:

1. Reviews for compliance all applications for development, including building construction and/or renovations, calculates fees, and issues permits when appropriate, or refers to appropriate boards or agencies for action.
2. Inspects structures which are under construction, alteration, or repair for compliance with the municipal Shoreland Zoning Ordinances, Floodplain Management Ordinances, Zoning and Land Use Ordinances and requirements.
3. Investigates complaints of possible Shoreland Zoning Ordinance or other land use violations, including Planning Board approved subdivisions, initiating appropriate action to ensure compliance as necessary.
4. Ability to understand municipal government, the organization, the Code Enforcement Officer's role within the organization and in the community.
5. Provides detailed reports and recommendations to the Select Board, Planning Board and Board of Appeals as necessary; attends meetings as required by the Town Manager.
6. Takes appropriate enforcement action against violations of town development and zoning regulations as provided for in these regulations.
7. Prepares and maintains records and reports of all Code Enforcement Office actions and performs other work as required by laws or ordinance that he/she is authorized to perform.
8. Serves at the overall health resource to the communities; mediator and problem solver in the resolution of health complaints.
9. Perform related work as may be required.

Knowledge, Skills, and Abilities:

1. Considerable knowledge of approved methods and materials used in land use development and building construction.
2. Considerable knowledge of local, state, and federal regulations governing land use development, and the ability to interpret same.
3. Knowledge of local health regulations as established by the Maine Department of Health and Human Services.
4. Knowledge of legal procedures involved in the enforcement of codes and ordinances.
5. Ability to deal with the public firmly and courteously under adverse or strained conditions, and communicate well both orally and in writing.
6. Ability to prepare reports and maintain records.
7. Ability to conduct field inspections, recognize codes violations and to take appropriate enforcement action to obtain compliances.

Requirements of Work:

Position requires extensive knowledge of the Portage Lake Shoreland Zoning and Land Use Ordinances.

Position requires extensive communication of a detailed and complex nature with taxpayers and citizens, the business community, municipal officers, officials, and employees. Apply significant communication versatility ranging from one-on-one collaboration to large group presentation skills. Chooses and designs processes for effective information flow and sharing. Examples of communication requirements include:

- Explanation of code enforcement regulations, ordinances, and statutes.
- Respond to permit applications, requests, and appeals.
- Extensive face-to-face, telephone and written contact with taxpayers, town officials, state, and federal agencies.
- Ability to deal with irate customers in a professional manner.

Position works indoors at a desk and travels locally to make site-visit inspections.

Job Qualifications:

1. At least a high school diploma from an accredited high school (essential).
2. Must possess and maintain certifications as required by 30-A MRSA 4451, or able to obtain these certificates within six (6) months of appointment (essential).
3. Plumbing inspection license required.
4. Must possess or be able to obtain DHHS Local Health Officer core training within six (6) months of appointment
5. Valid Maine Driver's License (essential).
6. Considerable experience in zoning and land use regulations and/or the construction industry (desirable).
7. Working knowledge computers and of Microsoft Office programs (Word, Excel, etc.)