

TOWN OF OLD ORCHARD BEACH, MAINE POSITION DESCRIPTION

CLASS TITLE: Code Enforcement Officer/Field Inspector
STATUS: Non-Exempt
DEPARTMENT: Code Enforcement
PAY STARTS: \$33.31 and will increase based on experience

GENERAL PURPOSE:

Directly managed by a Director of Code Enforcement, the Code Enforcement Officer/Field Inspector is an integral part of field task force that combines representatives of Fire, Police, Planning, Code Enforcement in a task force approach for the purpose of reviewing plans, conducting inspections, and enforcing state and local codes.

As part of the task force there will be times when called upon for response to evaluate emergency situations such as unsafe structures or building components, electrical emergencies after fires or during storms, and to avoid in the determination of occupancy regarding the health and welfare of occupants.

This is a responsible administrative and technical position in the uniform and equitable administration and enforcement of construction and zoning codes and other regulatory requirements of the Town of Old Orchard Beach.

The Code Enforcement Officer/Field Inspector assists the Director of Code Enforcement of Building Inspections in the review and issuance of building, plumbing, and electrical permits; conducts building and field inspections; investigates complaints; and ensures compliance with Town of Old Orchard Beach ordinances and building codes. The employee in this position must be able to perform site visits and conduct fieldwork and hold a valid Driver's License. The Code Enforcement Officer/Field Inspector performs all work in a fair, equitable, and ethical manner.

SUPERVISION RECEIVED: The Code Enforcement Officer/Field Inspector reports to the Director of Code Enforcement in charge of Code Enforcement. The Director oversees the workload and operations of the Code Enforcement Officer/Field Inspector.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Illustrative examples; not intended to be all-inclusive)*

Responsible for:

- Assists the Director of Code Enforcement with the review and issuance of building, plumbing, and electrical permits.
- Inspects buildings under construction, alteration or repair for compliance with building, electrical, or zoning requirements.
- Reviews construction and plot plans for code compliance before building permits are issued.
- Performs building, electrical, plumbing inspections at various stages of construction as dictated by the Codes and Ordinances adopted by the Town of Old Orchard Beach

- Assists in providing information on zoning, building and electrical, plumbing codes, flood plain status, signs, utility connection, business licensing and other data as requested by the general public, in person and over the phone.
- Assists the Director of Code Enforcement with investigations and takes necessary action on complaints received of possible code violations, including building, electrical, plumbing, sanitation, and zoning, in a timely and efficient manner.
- Interviews applicants and reviews applications for, demolition, building, electrical or plumbing permits; calculates fees and issues same.
- Maintains current required certifications by the State of Maine in the areas of plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws, Residential and Commercial Construction Codes, Radon Standards, Commercial and Residential Energy Conservation Codes, Residential and Commercial Ventilation Standards and Maine Rule of Civil Procedure 80(K).
- Prepares and maintains Code Enforcement records and reports.
- Performs other duties as assigned by the Director of Code Enforcement.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High school diploma or equivalent.
- (B) Valid Maine Driver's License
- (C) Two (2) years of construction trade school experience or Three (3) years of related experience in the construction and inspections field, preferred;
- (D) State certification in plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws, Residential and Commercial Construction Costs, Radon Standards, Commercial and Residential Energy Conservation Codes, Residential and Commercial Ventilation Standards and Maine Rule of Civil Procedure 80(K); or
- (E) Any equivalent combination of education and progressively responsible experience.

Knowledge, Skills and Abilities:

- Ability to communicate effectively both verbally and in writing.
- Knowledge, training, and experience in the building and construction trades.
- Understanding of HVAC systems.
- Proficient computer skills.
- Ability to read & understand local, state, and federal enactment governing plumbing construction, use, and occupancy, and ability to interpret same.
- Ability to read & understand State and Town zoning ordinance provisions and ability to interpret same.
- Ability to read & understand approved methods and practices of conducting health and sanitation inspections.
- Ability to analyze and interpret complex construction plans and specifications.
- Ability to conduct site visits and field work.
- Ability to accurately record and maintain records.
- Ability to maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to work under deadlines and complete tasks necessary for the functioning of the Town of Old Orchard Beach.
- Ability to relay information accurately during the absence of the Director of Code Enforcement.

- Ability to recognize codes violations and assist the Director of Code Enforcement on appropriate enforcement action.

SPECIAL REQUIREMENTS:

Must have flexibility regarding time management, have good interpersonal skills, and be able to deal with challenging situations with the public in an effective manner.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; tablet, computer network system; calculator, phone; copy machine; fax machine, tape measure, measuring wheel, flashlight, thermal imaging camera and electrical testing equipment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. During the course of daily work, the employee navigates uneven ground and may be required to climb, stoop, or crawl short distances in order to complete inspections. The employee will use all required personal protective equipment (PPE) and will employ safe work practices at all times.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of Code Enforcement regulations and traffic signals, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.