

Town of Portage Lake

Code Enforcement Officer

Job Description

Nature of work:

The Code Enforcement Officer (CEO) is responsible for administrative and technical work in enforcing the towns' Shoreland Zoning Ordinances and Land Use regulations. The job includes permitting and inspections of development projects and securing compliance with the towns' ordinances. The CEO is the towns' authorized Shore Land Zoning Officer and Land Use Regulator. Responsible for issuing development permits (structures and non-structures), conducting building, zoning, and land use inspections; enforcing municipal Zoning and Land Use ordinances and certain specific State Laws.

The CEO maintains liaison with appropriate state and local agencies and maintains departmental records and reports. Work is performed under the general supervision of the town manager with considerable independent judgment and discretion in accordance with applicable laws and ordinances.

Although appointed by the Town Manager, 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.

The CEO performs duties of the Local Health Officer in accordance with the direction established by the Department of Health & Human Services, and per Maine statutes, the Local Health Officer is the only official having the authority to abate miscellaneous nuisances.

Reports to the Town Manager.

Essential Duties and Responsibilities:

1. Reviews for compliance 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 buildings and developments 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 Boards, Planning Boards and Boards of Appeals as necessary; attends meetings as required by the Town Manager. Also acts as Secretary for the Planning Board.
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. Ability to deal with the public firmly and courteously under adverse or strained conditions.
5. Ability to prepare reports and maintain records.
6. Ability to recognize codes violations and to take appropriate enforcement action.
7. Ability to communicate well both orally and in writing.

Requirements of Work:

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 code inspections.

Job Qualifications:

1. High school diploma (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. Must possess or have the ability to obtain DHHS Local Health Officer core training within six (6) months of appointment
4. Valid Maine Driver's License (essential).
5. Considerable experience in zoning and land use regulations and/or the construction industry (desirable).
6. Working knowledge computers and of Microsoft Office programs (Word, Excel, etc)