CODE ENFORCEMENT OFFICER / LOCAL PLUMBING INSPECTOR

FLSA Status: Non-Exempt

NATURE OF WORK

Performs administrative, technical, and field inspection duties to administer and enforce applicable State laws and municipal ordinances governing land use, building, shoreland zoning, plumbing, and subsurface wastewater disposal. Reports to the Town Manager for administrative supervision and exercises independent professional judgment within statutory and ordinance authority. Evening meetings and occasional weekend work may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review applications and plans; issue or deny permits as authorized; inspect permitted work; monitor compliance with permits and conditions of approval; and maintain complete records.
- Administer and enforce applicable land use, shoreland zoning, floodplain, and building requirements within the Town's jurisdiction, including coordination with State agencies as appropriate.
- Perform Local Plumbing Inspector duties, including review, permitting, and required inspections of internal plumbing and subsurface wastewater disposal systems under applicable State rules.
- Investigate complaints and suspected violations; document findings; issue notices and corrective orders within delegated authority; and coordinate unresolved enforcement matters with the Town Manager and legal counsel.
- Provide technical assistance to the Planning Board and Board of Appeals; review relevant applications, attend meetings as needed, and monitor compliance with board approvals.
- Explain regulatory requirements to applicants, property owners, contractors, and the public; coordinate with other municipal departments; and recommend ordinance improvements as appropriate.
- Maintain accurate permit, inspection, complaint, and enforcement records; prepare required State submissions and reports to the Town Manager; perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS

Ability to interpret and apply laws, ordinances, plans, and technical documents consistently; inspect construction and wastewater systems; investigate and document violations; manage records and competing priorities; communicate clearly; and interact professionally and impartially with the public. Working knowledge of construction practices and computer-based permitting and record systems is desirable.

High school diploma or equivalent; relevant construction, inspection, land use, or municipal experience preferred. Must hold and maintain all Maine certifications required for assigned CEO and LPI duties. CEO candidates may obtain certifications after appointment only to the extent and within the time allowed by State law. Valid driver's license required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work occurs in office and field settings, including construction sites, uneven or waterfront terrain, varying weather, and occasional boat travel. Requires walking, standing, driving, and safe access to inspection locations. Reasonable accommodations may be made to enable qualified individuals to perform essential functions.