

**TOWN OF RAYMOND
CODE ENFORCEMENT OFFICER**

NATURE OF WORK:

This is responsible administrative and technical work in carrying out the building, plumbing, electrical, ventilation, radon, health and sanitation inspections and in securing compliance with code and zoning regulations. The CEO is responsible for addressing for E-911.

An employee of this class is responsible for issuing building, plumbing, and demolition permits, conducting building, housing, health, and plumbing inspections; enforcing the state and municipal zoning ordinances; maintaining liaison with appropriate state and local agencies; and maintaining 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. Work is reviewed through reports, discussions, and results achieved.

EXAMPLES OF WORK: (Illustrative Only)

Inspects buildings and site improvements which are under construction, alteration or repair for compliance with building or zoning requirements

Provides code information as requested by banks, lawyers, realtors, developers, and to individuals

Reviews building and plumbing plans for soundness before issuing permits; makes recommendations to ensure compliance with codes

Investigates complaints of possible code violations, including building, plumbing, sanitation, and zoning, initiating appropriate action to ensure compliance as necessary

Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues permits

Attends Board of Selectmen and Planning Board meetings, and staffs the Zoning Board of Appeals meetings as necessary

Enforces the Land Use Ordinance adopted by the Town of Raymond

Enforces the Town of Raymond's Shoreland Zoning Ordinance as mandated by the State of Maine

Enforces the Town of Raymond's Subdivision Ordinance

Enforces conditions placed on applicants by the Town of Raymond's Planning Board and Zoning Board of Appeals

Enforces the State of Maine Junk Yard Law

Enforces the Federal Government's mandated Flood Insurance Law

Enforces the Seasonal Conversion Law which is part of the Maine State Plumbing Code

Maintain the zoning map and text

Receives, reviews, and issues use and building permits

Assists the Assessors in keeping building and construction statistics up to date

Prosecutes building code and land use violators in court under Rule 80(K)

Prepares and maintains records and reports

Performs related work as required

Prepares monthly and annual reports on work performed and forwards these reports to the Town Manager

Requirements of Work:

Considerable knowledge of approved methods and materials used in building construction and plumbing repair and installations

Considerable knowledge of local, state, and federal enactment governing plumbing construction, use, and occupancy, and ability to interpret same

Considerable knowledge of State and Town zoning ordinance provisions and ability to interpret same

Knowledge of approved methods and practices of conducting health and sanitation inspections

Ability to analyze and interpret complex construction plans and specifications

Ability to deal with the public firmly and courteously under adverse and strained conditions

Ability to maintain records and prepare reports

Ability to recognize code violations and to take appropriate enforcement action

Ability to communicate well both orally and in writing

Desirable Experience and Training:

Considerable experience in the construction industry; graduation from an accredited high school supplemented with two-year vocational program in building construction or structural design, or a college degree in a related field; or any equivalent combination of training and experience

Necessary Special Requirements:

Possess appropriate licenses for direct inspections work performed

Must possess valid motor vehicle operator's license

Maintain plumbing license and certification to enforce MUBEC

March 2017