



Director of Code Enforcement & Planning

The Town of Raymond is currently seeking a full-time Director of Code Enforcement & Planning. This is an opportunity to join a well-run town and play a part in serving our community. We are seeking a steady individual with solid communication skills to collaborate with the Code Enforcement Officer (CEO) and to act as a resource for our residents.

Position Summary: The Director of Code Enforcement and Planning will oversee the department and work with staff on project management, policy direction, support, and budget preparation for the primary functional areas of Code Enforcement and Planning. This position is primarily responsible for the oversight and management of the planning, permitting, and code enforcement functions and ensuring that there is a customer service-friendly, coordinated, and streamlined approach to projects in Raymond. This position has a high level of responsibility for the planning and enforcement of local ordinances with respect to land use and zoning and implementation of the Comprehensive Plan. The Director of Code Enforcement and Planning is also required to attend the Planning Board and Board of Appeals meetings. This position must lead a strong customer service-oriented approach and be proactive in maintaining and developing business and community relations.

The Director of Code Enforcement and Planning must also be a State Certified Code Enforcement Officer capable of administering the Maine Uniform Building and Energy Code (MUBEC).

An employee of this class is responsible for issuing building, plumbing, and demolition permits, conducting building, 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.

Education: Bachelor's degree from an accredited college or university in public administration, business management, building trades, or a related field of study.

Experience: Five (5) years of increasingly responsible experience in code enforcement, community planning and development, or a similar field. Six (6) or more years is preferred. Experience or training in land use regulations, construction methods, and municipal government is preferred.

Certifications required: Certification as a Code Enforcement Officer and Local Plumbing Inspector by the State of Maine required within twelve (12) months of appointment. The ability to complete all required training and certification standards for Code Enforcement Officer as required by the State of Maine, Office of State Fire Marshal, Division of Building Codes, Code Enforcement and Certification Training Program and Title 30-A M.R.S. § 4451. Must possess

and maintain a valid State of Maine Class C motor vehicle operators' license and be able and willing to operate a motor vehicle in order to conduct site visits and inspections.

Benefits: The Town of Raymond offers competitive pay and a robust selection of employee benefits, including an excellent health plan which includes an HRA, dental and life insurance. We offer paid holidays, accrued sick days, an annual personal day, and vacation commensurate with relevant experience and tenure.

Retirement benefits include a matching 457K retirement plan and (pending citizen approval at this year's Annual Town Meeting) enrollment in Maine PERS Regular Plan AC.

The Town of Raymond is proud of its talented and dedicated workforce and provides employees job stability; a positive, family friendly workplace where work/life needs are valued and supported; and the support, encouragement and tools for successful careers. Come join our team dedicated to service excellence!

Starting Salary Range: \$70,000 - \$80,000 annually, depending on experience.

Applications will be accepted until the position is filled. First round interviews will be determined for all who apply on or before Friday, April 26, 2024. Job description and fillable application are available on our website at www.raymondmaine.org. To apply please send a cover letter, resume, application and three professional references to sue.look@raymondmaine.org, or mail them to us at:

Town of Raymond
Attn: Sue Look, Town Manager
401 Webbs Mills Rd
Raymond ME 04071

Raymond is an Equal Opportunity Employer