

***Job Description – Town of Vassalboro  
Code Enforcement Officer/Building Inspector/Local Plumbing Inspector***

**Nature of work:**

This is technical and professional full-time administrative work responsible for the enforcement in a uniform and equitable manner of all State and municipal zoning and land use ordinances under this jurisdiction.

Work is performed under the general policy direction and guidance of the Town Manager, but the Code Enforcement Officer is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives. This position requires organizational skills and considerable contact with the public.

**Essential Duties and Responsibilities:**

Examples of Work (Illustrative Only):

Reviews all plans submitted with building permit applications according to the established timetable and process to ensure that all plans are in compliance with the appropriate municipal, state, and federal ordinances and regulations.

Interview applicants and reviews applications for building or plumbing permits; calculates and collects fees authorized by the municipality.

Issues building permits to appropriate applicants according to established procedures to ensure that building construction is in compliance with the appropriate municipal, state, and federal ordinances and regulations.

Inspects buildings which are under construction, alteration or repair for compliance with building, plumbing, electrical, or zoning requirements. Issues occupancy permits as needed.

Inspects old and dangerous buildings as necessary for fire and other dangers; confers with other Town officials as appropriate.

Initiates and enforces rules and regulations and initiates legal action in relation to the enforcement of the municipal codes and ordinances according to established procedures in order to ensure compliance with appropriate codes and ordinances.

Sets the agenda, creates the agenda packets, and attends the monthly Planning Board meeting to provide information concerning cases which are presented in order to assist the Board in making decisions. Prepares the minutes of the Planning Board meeting, and performs other administrative functions for the Planning Board as necessary.

Analyzes municipal codes and zoning ordinances and makes suggestions for revision to the Planning Board on an annual basis to ensure that the codes and ordinances are maintained in a current manner.

Enforces the local Shoreland Zoning Ordinance in accordance with the procedures contained therein.

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

Keeps a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collected.

Serves as the town's E911 addressing officer.

Serves as the town's Building Inspector and performs all MUBEC related inspections.

Serves as the town's Local Plumbing Inspector and performs all plumbing inspections.

Investigates complaints of alleged violations of local land use laws, and takes appropriate action to remedy violations.

Performs related work as required.

**Requirements of Work:**

Knowledge of pertinent municipal, state and national building and zoning codes and related laws and ordinances. Maintain State of Maine certification as a Code Enforcement Officer.

Knowledge of the MUBEC building codes.

Knowledge of plumbing codes and permit regulations. Maintain State of Maine certification as a local plumbing inspector.

Knowledge of N.F.P.A. codes.

Knowledge of generally accepted proper construction materials and methods in building, plumbing and electrical work.

Knowledge of legal procedures involved in the enforcement of codes and ordinances.

Ability to conduct field inspections, recognize violations and obtain compliance.

Ability to work harmoniously with contractors, workers, building owners, other municipal employees and the general public.

Must be proficient on a computer and possess the ability to create Microsoft word files and prepare letters of communication on a PC computer.

Ability to perform office-related functions, including filing and record-keeping, making and returning phone calls and email in a timely manner.

**Training and Experience Required:**

Considerable experience in, or knowledge about, the construction industry; graduation from an accredited high school, supplemented by vocational training in building construction, structural design, or a related field; or any equivalent combination of experience and training. CEO certification and plumbing inspection license required. Must possess valid motor vehicle operator's license and have own transportation (mileage will be reimbursed).

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