**TOWN OF RANGELEY**

**EMPLOYMENT OPPORTUNITY**

**CODE ENFORCEMENT OFFICER/ TOWN PLANNER**

The Town of Rangeley has an opening for the position of full-time Code Enforcement Officer/ Town Planner.

**Responsibilities:**

Responsibilities for Code Enforcement Officer include the inspection of plumbing, construction and maintenance, and the monitoring of all zones for code or zoning violations. Considerable effort is involved in the technical examination of structural plans and plot plans preparatory to issuance of building permits. Detailed reviews and inspections may be made of building plans and specifications for compliance with the Maine Uniform Building and Energy Code and the Town’s zoning and subdivision ordinances. This position is also responsible for providing information as a liaison to the Planning Board, Zoning Board of Appeals and Ordinance Committee and dealing with the public on a daily basis. Responsibilities for the Town Planner include all municipal planning functions including the implementation of the Town’s Comprehensive Plan. Work involves land use planning; researching, developing, coordinating and administering land use and planning related projects, maintaining accurate records, applying sound planning and design skills, and developing and promoting recommendations on issues that affect the Town of Rangeley. Additional duties include interacting with individuals and groups representing diverse interests. The Town Planner must be able to discuss policies, resolve problems and differences among competing interests, and communicate detailed information to a variety of internal and external customers, including the Board of Selectmen, any advisory committees and the general public. The Code Enforcement Officer/Town Planner is expected to carry out his or her individual responsibilities with initiative, independence and confidentiality, while exercising sound problem-solving skills and professional judgment.

**Minimum Requirements:**

Graduation from a four-year college with emphasis on urban planning and engineering and experience in building construction and structural design is desired; however, candidates with a combination of education and experience are encouraged to apply. Must possess a valid Maine motor vehicle operator’s license and should be certified by the State of Maine to perform duties of Code Enforcement Officer or ability to obtain certification within first year of employment in the following areas: Building Standards, Shoreland Zoning and Land Use. All licenses must be current and ongoing education is required to maintain certification.

An application package, including full job description, can be obtained at the Town Office located at 15 School Street, Rangeley, Maine or by calling Tiki White at (207) 864-2257. Applications may be submitted to the Town Office, by fax to (207) 864-3578, by email to [adminassist@rangeleyme.org](mailto:adminassist@rangeleyme.org) or by mail. Applications will be accepted until Friday, September 19, 2014. Direct all correspondence to:

Code Enforcement Officer/ Town Planner Search

c/o Town Manager, Town of Rangeley

15 School Street

Rangeley, ME 04970

***The Town of Rangeley is an Equal Opportunity Employer***.