

POSITION DESCRIPTION

Title: Assistant Code Enforcement Officer
FLSA: Exempt
Date: June 2010

Assistant Code Enforcement Officer

(Building Inspection)

GENERAL

This administrative and technical position is responsible for the enforcement of building and zoning codes and other local regulatory requirements for the Town of Kennebunk. This shall include a strong working knowledge of the International Codes, IRC and IBC.

SUPERVISION RECEIVED

Direct supervision is received from the Code Enforcement Officer/Building Inspector, although considerable independent judgment is exercised in carrying out the daily functions of the position. Overall supervision of Division is from the Director of Community Development.

SUPERVISION EXERCISED

Occasional supervision over the Administrative Assistant

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Checks buildings under construction, alteration or repair for compliance with the Town building codes and zoning ordinances.
2. Reviews construction and plot plans for code compliance before issuing building permits.
3. Conducts inspections on existing structures and buildings for code compliance and issues letters of correction.
4. Provides information on zoning, building and plumbing codes, flood plain status, signs, utility connection and other data as requested by banks, lawyers, realtors and the general public.
5. Reviews applications for building or occupancy permits. Approves building and occupancy permits in the absence of the Code Enforcement Officer.

6. Investigates complaints of possible code violations, initiating appropriate action to ensure compliance as necessary.
7. Acts as staff resource to the Zoning Board of Appeals and Director of Community Development, as necessary, for public hearings.
8. Performs plumbing inspections at various stages of construction as dictated by the State Plumbing Code.
9. Attends continuing education sessions regarding plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws and building standards.
10. Responds to public inquiries regarding plumbing regulations.
11. Responds to complaints regarding defective plumbing.
12. Responsible for the upkeep of the Code Office motor vehicle.

DESIRED MINIMUM QUALIFICATIONS

1. Working knowledge of modern building construction practices and methods, materials and equipment, and of various stages of construction when possible, violations and defective work that may most practicably be observed and subsequently ordered to be corrected.
2. Working knowledge of any applicable building, electrical, plumbing, heating, health, zoning code and related laws and ordinances.
3. Considerable knowledge of the principles and practices of building construction and code administration as applied to the enforcement of building regulations and maintenance.
4. Ability to understand and interpret complex construction plans and specifications, codes, statutes, and ordinances.
5. Strong interpersonal skills and the ability to establish and maintain effective working relationships with employees, other departments, officials, developers, contractors, architects, engineers, attorneys, and the general public.
6. Ability to communicate well both orally and in writing.

Education and Experience:

Graduation from a 2 year vocational/technical program in building construction management and/or structural design, a basic level certification in shore land zoning, zoning/land use and building standards and a Local Plumbing Inspection Certification required; or equivalent three (3) year combination of the above described training and/or building construction management/building inspection experience.

TOOLS & EQUIPMENT USED

Personal Computer, including word processing and spreadsheet as well as Code software; calculator; telephone; copy machine; fax machine; leveling instruments; and measuring instruments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is normal for business office activities. Regularly the Code Enforcement Office is exposed to loud often difficult to access construction sites in a variety of weather situations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.