

## CODE ENFORCEMENT OFFICER

### ***Nature of Work***

This is responsible administrative and technical work in the performance of the Town of Madison's code enforcement and planning functions.

This position is responsible for building inspections in accordance with the Maine Uniform Building & Energy Code (MUBEC). In addition, the position is responsible for the Town's site review ordinance enforcement and administration, shoreland zoning ordinance enforcement and administration, subdivision ordinance enforcement and administration, plumbing inspections, health inspections, and sanitary code.

Work is performed under the general supervision of the Town Manager, with considerable independent judgment and discretion in accordance with applicable laws and ordinances. The Code Enforcement Officer provides guidance to the Planning Board and Board of Appeals, and works with other special town committees, such as Comprehensive Plan Committee or Capital Improvement Planning Committee.

### ***Requirements of Work***

Reviews, plans and inspects buildings under construction, alteration or repair to ensure compliance with the land use ordinance and the subdivision ordinance requirements.

Interviews applicants and reviews applications for building or demolition permits, calculates fees and issues same.

Serves as technical staff to the Planning Board & Board of Appeals, prepares agendas, background materials, presents case in front of Board, conducts required research, handles follow-up, and issuing notice of decision.

Serves as health officer on various environmental and health issues per State statutes and guidelines.

Conducts internal and external plumbing inspections per State statutes and Sanitary Code guidelines.

Prepares and maintains all required records and reports.

Performs related work as may be required and assigned by Town Manager.

Thorough knowledge of Madison Flood Hazard Building Permit System, Sanitary Code, Site Review Ordinance, Shoreland Zoning Ordinance, Subdivision Ordinance and Property Maintenance Ordinance, State Plumbing Code, Maine Uniform Building & Energy Code (MUBEC), State Health Statutes, and State Land Use Laws, as well as other municipal ordinances where applicable, and the ability to interpret same.

Considerable knowledge of approved methods and materials used in building construction.

Ability to analyze and interpret complex construction plans and specifications.

Ability to recognize code violations and to take appropriate enforcement action.

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

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

Ability to maintain records and prepare reports.

Ability to communicate well both orally and in writing.

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

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others' concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

### ***Necessary Special Requirements***

Must possess valid motor vehicle operator's license.

Must be certified code enforcement officer and plumbing inspector or be able to obtain such certifications with a reasonable length of time (State Law requires certification within 12 months of appointment).

## EMERGENCY MANAGEMENT *(included in Code Enforcement)*

### ***Nature of Work***

This is responsible administrative work in directing and administering the Civil Emergency Preparedness Program.

Employee of this class is responsible for administration of the Civil Emergency Preparedness Program including the preparation of the Emergency Management Plan, preparation and submission of reports to various State and Federal agencies and the training of Town employees. Work is performed independently under the general direction of the Town Manager

### ***Examples of Work (Illustrative Only)***

Interacts with local schools, businesses, health care providers, churches and civic groups to educate regarding Emergency Management practices.

Updates the Somerset County Emergency Management Office with the Town of Madison Emergency Management Plan

Prepares and submits reports and records to various State and Federal agencies.

During emergencies, supports the Town Manager, Police and Fire departments to help coordinate activities and provide communication

Maintains necessary equipment for Emergency Management Operations Center.

### ***Requirements of Work***

Thorough knowledge of the procedures, principles and practices of Emergency Management

Considerable knowledge of the principles of emergency services

Considerable knowledge of the available emergency relief agencies and the methods of obtaining necessary maintenance.

Ability to establish and maintain effective working relationships with volunteer staff, town officials, related agencies and the general public.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others' concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

### ***Desirable Experience and Training***

Experience in public safety agencies of a supervisory nature, graduation from high school supplemented by instructions in public administration; or any equivalent combination of experience and training.