

JOB DESCRIPTION

TOWN OF BOWDOINHAM

Code Enforcement and Plumbing Inspection Services

This individual will operate in dual capacity for the town. Code Enforcement Officer and Licensed Plumbing Inspector. Both positions require annual appointment by the Board of Selectmen.

Nature of Duties: This is a responsible administrative and technical position carrying out the necessary permitting and inspection tasks while securing compliance with the local codes, ordinances and zoning regulations as well as relevant state and federal regulations.

The Contractor is responsible for issuing building and plumbing permits; enforcing the state and municipal zoning ordinances; maintaining liaison with appropriate state and local agencies; maintaining departmental records and reports.

The following work is performed under the general supervision of the Town Manager.

Review applications for building permits and issues or denies permits based on compliance with state and local ordinances.

When appropriate, personally inspect residential, industrial, commercial and public buildings for the purpose of determining structural safety. Inspect buildings and land use activities for compliance with state and local ordinances.

Investigate complaints of possible code violations and initiate appropriate remedial action as indicated by ordinance or established guidelines for the situation.

As necessary attends Board of Appeals meetings and acts as a resource to the Board.

Maintain accurate records and files for permits issued, action taken on violations and/or investigations.

Annually, compile a report for all permits issued for the period April 1 through the following April 1 for presentation in the town report.

When appropriate and with proper authorization from the Selectmen and/or Town Manager, and supervision with the town's attorney the contractor shall assist with or prosecute violations in court under Rule 80(k).

Acts as a liaison between members of the public and the Bowdoinham Planning Board and assists with preparation of documents required by the Planning Board's process and procedures. Prepares forms and documents necessary for efficient processing of the public's request for permits.

Attends all meetings of the Bowdoinham Planning Board as staff for the purpose of coordinating land use administration and to be a resource for the Planning Board.

Periodically surveys the town to check for activities which are not in compliance with local, state or federal laws or ordinance.

Routinely revises and amends local ordinances for Planning Board approval in the adoption process. Acts as staff to the Growth Management/Ordinance Rewrite Committee.

Assists U.S. Census Bureau as necessary

Acts as Fence Viewer for the Town of Bowdoinham

Assists in update of the Comprehensive Plan.

Acts as 911 Addressing Officer

Performs other related duties as assigned by the Town Manager.

Reviews applications for plumbing permits and issues or denies based on compliance with the state plumbing laws and regulations as well as local ordinances.

Inspects subsurface wastewater systems and indoor plumbing as required by state law and local ordinances.

Investigates violations of the state plumbing code and local ordinance provisions related to plumbing and enforces violations according to state and local enforcement provisions.

Serves as a resource for contractors, citizens, and appraisers who need information about local and state plumbing laws.

Maintain accurate and up to date financial and data records and reports related to plumbing permits.

Requirements:

High School Graduate or vocational school

Must have a valid Maine State Drivers License

Must possess or be able to readily obtain appropriate inspection license

Must have the applicable state certifications or the ability to acquire the necessary licenses and certifications within 1 year of entering into a contract with the Town.

Must have reliable transportation.

Must have a working knowledge of approved methods used in building construction, plumbing repair and installation

Must have considerable knowledge of and ability to interpret federal, state and/or local ordinances and laws regulating building construction, mobile home installation, dwelling renovation, land use regulation, statutes, codes and regulations.

Must have the ability to understand and interpret site plans, surveys and building plans as submitted during the application process.

Must have the ability to work independently without direct supervision.

Must have the ability to administer and enforce state and local laws while maintaining a sincere customer service attitude.

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