

TOWN OF PITTSFIELD, MAINE

JOB DESCRIPTION

DEPARTMENT: Code Enforcement

JOB CLASSIFICATION: Building Inspector/Code Enforcement Officer

REPORTS TO: Town Manager

SUPERVISES: Alternate Code Enforcement Officer

NATURE OF WORK

This is a responsible administrative position involving the issuance and inspection of land use, building and plumbing permits in compliance with regulations. Employee is responsible for assisting the general public with the Town's codes. Customer service and public education are key responsibilities. This position carries out building, health and sanitation inspections and secures compliance with building and life safety code and zoning, subdivision, site plan, shoreland zoning, and flood plain regulations. The position is also responsible for assigned project management, emergency management, building/property maintenance and safety planning.

The employee in this class is responsible for issuing building and demolition permits; conducting building, housing, health, and plumbing inspections; enforcing the state and municipal land use ordinances, maintaining liaison with appropriate state and local agencies; and maintaining departmental records and reports. This position works with local, state and federal representatives on assigned project management, emergency management, building/property maintenance and safety planning. This employee works with considerable independent judgment and discretion in accordance with applicable laws and ordinances. This is an interesting position for a proactive and team-orientated individual. Confidentiality and neutrality are very important for this position. Work is carried out through general instruction reviewed through reports, discussions and results achieved.

EXAMPLES OF WORK - (Illustrative Only)

1. Inspects buildings which are under construction, alteration or repair for compliance with building, electrical, or zoning requirements.
2. Checks building and site plans submitted with applications for building permits to

- determine that such plans meet the requirements of the application building and/or life safety code and land use requirements.
3. Inspects old and dangerous buildings for fire and other dangers.
 4. Assists the general public with the Town's codes. Assists individuals with directions on filing the necessary applications and permits for projects.
 5. Provides code information as requested by banks, lawyers, realtors, developers, and individuals.
 6. Reviews building plans for soundness before issuing permits; makes recommendations to ensure compliance with codes.
 7. Investigates complaints of possible code violations, including building, sanitation, and land use initiating appropriate action under the Town Codes to ensure compliance as necessary. Provides regular monthly reports on code violation compliance.
 8. Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues same.
 9. Serves as Certified Licensed Plumbing Inspector. Works closely with other individuals including the State Electrical Inspector, State Fire Inspector, local Health Officer and/or other officials and inspectors in matters which require their participation.
 10. Documents and assists in the preparation of complaints for legal action by the Town's legal counsel against violators of the land use ordinance, building and/or life safety code or related State statutes in accordance with Town Codes and other town regulations.
 11. Makes recommendations for revisions of ordinances and regulations governing land use, building inspection, and code enforcement. Assists the Ordinance Committee with revisions of ordinances.
 12. Assists the Town Manager and Department Heads with project management such as paving inspections, construction inspections and state and federal project field work and assignments.
 13. Assists the Town Manager and Department Heads with building and property maintenance including planning and implementation of projects.
 14. Assists the Town Manager and Department Heads with safety planning_including

projects and training.

15. Prepares and maintains records and reports.
16. Develops and administers departmental budget.
17. Attends Council, Planning Board, Ordinance Committee, Board of Appeals and other meetings as required.
18. Attends in-service training, seminars, and workshops and participates in professional organizations as approved.
19. Performs other work as required.

REQUIREMENTS OF WORK

1. Extensive knowledge of approved methods and materials used in building construction; and knowledge of plumbing repair and installation.
2. Considerable knowledge of local, Federal laws and regulations governing plumbing construction, use, and occupancy, and ability to interpret same.
3. Considerable knowledge of State and Town land use ordinance provisions and ability to interpret same.
4. Knowledge of approved methods and practices of conducting health and sanitation inspections.
5. Working knowledge of the principles and practices of engineering as applied to enforcement of building regulations and to building maintenance.
6. Ability to analyze and interpret complex construction plans and specifications.
7. Ability to establish and maintain cooperative and courteous relationships with the general public, contractors, realtors, public officials, and employees and act firmly and courteously under adverse or strained conditions.
8. Ability to work with other departments on team-orientated projects.
9. Ability to organize work for efficiency and effectiveness.
10. Ability to maintain records and prepare reports.

11. Ability to recognize code violations and to take appropriate enforcement action at appropriate stages of construction in accordance with the Town Codes.
12. Ability to handle confidential materials.
13. Ability to express ideas effectively, verbally and in writing.
14. Knowledge of the municipal budgeting process; ability to develop and administer a budget.
15. Ability to travel throughout the community to conduct inspections and view property conditions.
16. Ability to work indoors or outdoors in a variety of building conditions, terrains and climatic conditions.

TRAINING AND EXPERIENCE

Experience in the construction industry, as a contractor or in the fields of architectural design and structural engineering helpful. Journeyman electrician or plumbing background helpful. Graduation from an accredited college or technical college in civil engineering, architecture, or building trades desired, and/or any equivalent combination of experience and training may be substituted. Experience and certification as a code enforcement officer can be substituted in lieu of a college degree.

NECESSARY SPECIAL REQUIREMENT

1. Possession of State certification as a CEO in the areas of shoreland zoning, land use and building standards, or the capability of obtaining State certification within twelve (12) months of employment. Working knowledge of the Maine Uniform Building and Energy Code (MUBEC) is highly desirable as the employee will need to become certified to enforce MUBEC.. State certification as a Licensed Plumbing Inspector is desirable, or the capability of obtaining certification.
2. Possession of a valid State of Maine motor vehicle operator's license.