



TOWN OF CAPE ELIZABETH

Assessing/ Codes/Planning
320 Ocean House Road
Cape Elizabeth, Maine 04107-0060

Phone 207-799-1619
Email:
benjamin.mcdougal@capeelizabeth.org

JOB DESCRIPTION

Title: Assistant Code Enforcement Officer
Department: Code Enforcement
Status: Part-time

NATURE OF WORK

This is technical and administrative work responsible for enforcement in an equitable and uniform manner of all municipal codes, zoning ordinances and other applicable federal and state ordinances coming under this jurisdiction.

Work is performed under the general policy direction and guidance of the Code Enforcement Officer expected to exercise independent judgment and initiative in accomplishing code enforcement objectives. This position requires considerable contact with the public. Positions supervised: none.

ESSENTIAL FUNCTIONS (Illustrative examples; not intended to be all-inclusive.)

1. Assists the Code Enforcement Officer in the review and issuance of all permit applications for buildings, electrical, plumbing and other land use activities in compliance with the appropriate municipal, state and federal ordinances and regulations.
2. Inspects buildings and other structures for structural safety, fire safety, sanitation and other standards and requirements according to established inspection procedures to ensure the safety of those buildings.
3. Enforces a wide range of state and local rules and regulations, and assists the Code Enforcement Officer in initiating legal action in relation to the enforcement of the municipal codes and ordinances according to established procedures in order to ensure compliance with appropriate codes and ordinances.
4. Assists the Code Enforcement Officer in enforcing the local Shoreland Zoning Ordinance in accordance with the procedures contained therein.
5. Assists the Code Enforcement Officer in calculating and assessing fees authorized by the municipality.

6. Assists the Code Enforcement Officer in keeping a complete record of all essential transactions of the office including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collected.
7. Performs plumbing and electrical inspections.
8. Performs international energy conservation code related inspections.
9. Investigates complaints of alleged violations of building, zoning and land use codes and ordinances, in coordination with the Code Enforcement Officer.
10. Performs related work as required.

REQUIREMENTS OF WORK

Knowledge of pertinent municipal, state and national building codes and land use regulations.

Knowledge of the international building and international energy conservation codes, electrical codes, plumbing codes, and fire and life safety codes, according to state and local regulations.

Knowledge of N.F.P.A. codes.

Knowledge of generally accepted proper construction materials and methods in building, plumbing and electrical work.

Knowledge of legal procedures involved in the enforcement of codes and ordinances.

Knowledge of Department of Health and Human Services Rules, Environmental Health Division programs and rules seating and lodging places.

Ability to conduct field inspections, recognize violations and obtain compliance.

Ability to deal effectively and diplomatically with contractors, workers, building owners, state and federal agencies, other municipal employees and the general public often under adverse or strained conditions.

DESIRABLE EXPERIENCE AND TRAINING

A minimum of five years' experience in Code Enforcement/Building Inspector field; graduation from an accredited high school or GED equivalent, supplemented by vocational training in building construction/design, or by a college degree in a related field. Experience in the construction industry helpful.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town of Cape Elizabeth.

SPECIAL REQUIREMENTS

Must have and maintain State of Maine certifications in building, plumbing, electrical, energy code and shoreland zoning or have the ability to acquire within six months of appointment.

Must possess valid motor vehicle operator's license and have and maintain a good driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; and bending, crouching, stooping, stretching, reaching, or similar activities. This work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT

(Level 1):

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

WORK ENVIRONMENT

(Level 2):

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields. The work involves moderate risk requiring exercise of safety precautions when working around hazardous materials such as toxic gases, explosives, infectious biological materials, and others that pose a moderate risk of exposure. The work also involves moderate risk and discomfort when working outdoors without shelter or operating vehicles for extended periods of time over rough terrain.