TOWN OF PORTER



JOB DESCRIPTION

**Code** **Enforcement** **Officer/Building Inspector**

**Nature of Work:**

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

This person is responsible for performing on-site inspections of buildings to ensure adherence to the various building codes and Town and State zoning ordinances. Work involves the inspection of buildings, the issuance of various permits, the preparation of regular reports and providing assistance to the public in interpreting the building regulations. Work is performed with independence under the general supervision of the Select Board subject to review through the reports submitted and observation.  
  
**Essential Duties and Responsibilities:**  
  
Reviews all plans submitted with building permit applications according to the established timetable and process to ensure that all plans are in compliance with the appropriate municipal, state, and federal ordinances and regulations.  
  
Issues building permits to appropriate applicants according to established procedures to ensure that building construction is in compliance with the appropriate municipal, state, and federal ordinances and regulations.

Inspects buildings which are under construction, alteration or repair for compliance with building, electrical, or zoning code requirements.  
  
Initiates and enforces rules and regulations and initiates 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.  
  
Analyzes municipal codes and zoning ordinances and makes suggestions for revision to the Planning Board on an annual basis to ensure that the codes and ordinances are maintained in a current manner.  
  
Attends all meetings of the Planning Board, and Zoning Board of Appeals~~,~~ when requested, and provides information concerning cases which are presented upon request of the Board(s) in order to assist the Board(s) in making decisions.  
  
Enforces the local shoreland zoning ordinance in accordance with the procedures contained therein.  
  
Collects fees authorized by the municipality.  
  
Keeps a complete and organized 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, and reports to the Selectmen once per month.  
  
Investigates complaints of alleged violations of local land use laws, and reports the findings to the Select Board.

Provides code information as requested by banks, lawyers, realtors, developers, and to individuals.  
  
Performs related work as required.  
  
**Requirements of Work:**

Knowledge of pertinent municipal, state and national building and zoning codes and related laws and ordinances.

Knowledge of local, state, and federal enactments governing plumbing, construction, use, and occupancy, and ability to interpret same.  
  
Knowledge of State and Town zoning ordinance provisions and ability to interpret same.  
  
Knowledge of approved methods and practices of conducting health and sanitation inspections.  
  
Ability to analyze and interpret complex construction plans and specifications.  
  
Knowledge of N.F.P.A. codes.  
  
Knowledge of generally accepted proper construction materials and methods in building, plumbing and electrical work.

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

Ability to maintain records and prepare reports.  
  
Knowledge of legal procedures involved in the enforcement of codes and ordinances.  
  
Ability to conduct field inspections, recognize violations and obtain compliance.

Solid understanding of the town approved building code.  
  
Ability to work harmoniously with contractors, workers, building owners, other municipal employees and the general public.

Ability to communicate well both orally and in writing.

**Training and Experience Required:**

A minimum of 2 years' experience in the construction industry or as a journeyman electrician or plumber; graduation from an accredited high school, supplemented by vocational training in building construction, structural design, or a related field; or any equivalent combination of experience and training. CEO certification to be required.

**Necessary Special Requirements:**

If not already, within twelve (12) months, must have successfully obtained State Certification for a Code Enforcement Officer, Rule 80K, and any other licenses or certificates needed for inspections of work performed. All licenses and/or certificates must be kept up-to-date.

In addition to the initial certification within 12-months of employment, a municipal CEO must be recertified every six years. Recertification requires documentation of a set number of credit hours of training over the six-year period.

Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.  
  
Must have and maintain a good driving record.

Adopted June 5, 2018

Revised September 30, 2019