



Town of Winslow

**114 Benton Avenue
Winslow, ME 04901
(207)872-2776**

Position: Code Enforcement Officer
Department: Codes & Assessing Department
Classification: 23 Exempt
Salary Range: \$59,571 to \$68,931

This position is responsible for answering questions from the public regarding Town ordinances, maintaining records, documenting, and investigating complaints pertaining to code violations and ensuring compliance with zoning regulations. This person is the Town's authorized Building Inspector, Plumbing Inspector, Electrical Inspector, Shoreland Zoning Officer, Land Use Regulator and E911 Addressing Officer. This position also requires attendance at Planning Board meetings to provide information and assist in their decision-making.

This position reports to the Town Manager who reviews and evaluates employee performance. Work is performed in coordination with the Deputy Fire Chief, who directs the Life Safety Fire Inspection Program.

Essential Job Functions

- Interviews permit applicants and reviews building and plumbing plans for soundness before issuing permits; makes recommendations where appropriate to ensure compliance with codes.
- Inspects buildings that are under construction, alteration, or repair for compliance with building, plumbing, and land use regulations.
- Inspects shoreland properties for compliance with shoreland zoning ordinance.
- Provides code information as requested.
- Investigates and documents complaints of possible code violations including building, plumbing, sanitation, and zoning; and initiates appropriate action to ensure compliance as necessary.
- Prepares a variety of written communications, including reports, correspondence, and public notices.
- Reviews development applications and provides technical assistance to property owners, developers, builders, surveyors, engineers, other professionals, and the public to ensure conformance with prudent planning practice, town and state laws, ordinances, and regulations.
- Attend predevelopment meetings with other town officials to answer questions and provide technical assistance, guidance, and direction to applicants for future development proposals.
- Meets with public committees, boards, and commissions in the town to discuss disputes or problems, and work with abutters, attorneys, developers, and others to resolve specific issues.
- Prepares agendas and backup information, attends meeting, and advises the Planning Board, Board of Appeals, and others, as directed.
- Works with the Planning Board to develop and implement long-range community land use and

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planning recommendations.

- Develops, in concert with appropriate Boards and Committees, amendments to the Zoning Ordinance and Subdivision Regulations.
- Prepares and maintains departmental records and reports.
- Prepares and monitors the annual Code Enforcement budget at the direction of the Town Manager.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality, and productivity
- Follows all Town and Department policies and applicable State laws
- Performs related work as required.

Knowledge/Skills

- Considerable knowledge of approved methods, materials, and practices used in building construction and plumbing and electrical installation and repair.
- Considerable knowledge of local, state, and federal laws and regulations governing construction, use, and occupancy, and ability to interpret the same.
- Knowledge of town land use ordinance provisions and the ability to interpret the same.
- Knowledge of the theory and practice of land use planning and zoning and other aspects of planning pertinent to the local government environment.
- Knowledge of all aspects of the Maine Uniform Building and Energy Code (MUBEC) and National Fire Prevention Association (NFPA) Life Safety 101
- Knowledge of various computer software programs including proficiency in the Microsoft Office suite of programs, familiarity with Zoom or other remote meeting platforms and Social Media.

Ability To:

- Supervise in a positive, respectful, and consistent manner while holding individuals accountable for their performance and behavior
- Analyze and interpret complex construction plans and specifications and assist others in their interpretation
- Organize and maintain comprehensive records of actions taken, permits requested, and prepare reports as required
- Recognize code violations and take appropriate enforcement action, including the ability to work effectively with other town officials, and coordinate enforcement actions
- Communicate professionally and effectively with a variety of public and private officials, other employees, and the public both orally and in writing
- Establish and maintain effective working relationships with co-workers and the public
- Negotiate effectively in a firm, but cordial manner under sometimes adverse conditions
- Maintain confidentiality
- Maintain records
- Use independent judgement, problem solve and collaborate to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Attend any required or recommended training

Minimum Requirements

- High School diploma or equivalent
- Associates degree in Construction Technology, Building Trades, or related field preferred
- Three (3) years' experience in the construction industry or as a journeyman electrician or plumber
- Must possess a valid plumbing inspector license
- Must possess and maintain Code Enforcement Certification in the areas of Shoreland Zoning, Land Use, Building Standards or be able to obtain these certificates within twelve months of the date of appointment.
- Any additional Certifications necessary to enforce all aspects of the Maine Uniform Building and Energy Code (MUBEC)
- Certification in National Fire Prevention Association (NFPA) Life Safety 101 preferred
- Must possess and maintain a valid Maine motor vehicle operator's license; or
- Equivalent combination of training and experience.