

Position Vacancy: Regional Code Enforcement Officer

Are you a hard-working individual in the construction or trades industry and looking for a change of pace? Sick of working in the elements? Not afraid to learn new things? The Kennebec Valley Council of Governments (KVCOG) has an opening for a Regional Code Enforcement Officer. Hours are Monday through Friday with considerable time spent out of the office and in the field. Additional availability may be required for meetings. The standard workweek is forty hours.

The purpose of this position is to enforce local, state, and federal laws and codes relating to the protection of public health, welfare, and land use. Essential duties are to administer the development, permitting and code enforcement process by reviewing plans and permit applications, inspecting construction projects, and resolving violations of applicable state and local regulations.

Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts the permitting process including permit review, initial site inspections, permit issuance; performs inspections including septic, plumbing and electrical to issuance of occupancy certificates;
- Consults with the Director of Planning, town leader, and other employees, board members, etc. to advise on subjects of mutual concern, both immediate and long-term;
- Responds to citizen inquiries and/or complaints relating to septic, zoning, plumbing, electrical, shorelands and wetlands, and other health and safety matters; investigates and initiates enforcement action where deemed appropriate;
- Provides written findings, advice and information to the zoning Board of Appeals; attends all zoning Board of Appeals meetings; provides advice and information to the Planning Board, Town staff, and other boards and committees, as requested; attends their meetings, as necessary;
- Serves local plumbing inspector, and code enforcement officer;
- Utilizes various machines and equipment in the delivery of service, such as measuring and surveying equipment, camera, and electrical testing equipment;
- Reviews and receives various reports, documents, and forms, including: building plans, site plans, sign permit applications, plot plans, plumbing applications, home occupation applications, zoning board applications, utility forms and various governmental forms;
- Prepares and publishes reports of building and permitting activity;
- Maintains clear and well-organized digital and paper records of decisions, permit applications, and violations.



Physical Requirements

The physical abilities 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.

- Must be physically able to operate equipment, including, but not limited to: automated office machines and equipment, measuring equipment, level, camera, and electrical testing equipment;
- Must be able to move or carry job-related objects or materials;
- Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.;
- Physical demand requirements are at levels of those for light work;
- Must be physically capable of negotiating sites, climbing ladders and climbing construction staging;
- Must be physically capable of lifting 25 pounds;
- In part, work is normally performed outside and subject to temperature extremes at various times of the year. Work is performed in an environment with numerous undesirable conditions including noise, dust, fumes, and exposure to heights (ladders, scaffolding, etc.).

Essential Knowledge, Experience, Skills and Abilities

- A minimum of three-year's experience as a code enforcement officer, inspector, or related experience; or a background in construction with a strong interest in public service and commitment to professional development, with any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position;
- Must possess, or obtain within 12 months of start date, state of Maine certifications in legal issues and enforcement techniques, shoreland zoning, zoning and land use, internal plumbing, external plumbing and building standards and must maintain certifications throughout employment;
- Excellent verbal and writing skills, ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to interact with people (i.e., staff general public and elected officials) beyond giving and /or receiving instructions;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures, and maps;
- Ability to produce reports that are accurate and complete;
- Must possess a valid driver's license and reliable vehicle (federal mileage reimbursement rate will be provided)

This is a full-time, exempt position starting at \$30.00 - \$36.00 per hour (depending on experience) with a comprehensive benefits package including health, dental, vision, life,

short and long-term disability, paid time off, 12 paid holidays per year, 403(b) pension plan with agency match, flexible work schedules, and more. KVCOG is an Equal Opportunity Employer.