

**Town of Durham, Maine  
Job Description**

**Title:** Code Enforcement Officer

**Pay Range:** \$20.00 - \$24.00 plus mileage

**Work Schedule:** Full Time

**Revised/Approved:** May 16, 2017

**FLSA:** Non-Exempt, Hourly

**By:** Durham Board of Selectmen

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The Code Official is a responsible administrative and technical position carrying out land use, building, and plumbing permitting and inspections, health and sanitation inspections and in securing compliance with local code and zoning regulations as well as relevant state and federal regulations. This person also operates in the capacity of Building Inspector, Local Plumbing Inspector, Electrical Inspector, Shoreland Zoning Officer, Local Health Officer and E911 Addressing Officer.

An employee of this class is responsible for the inspection of plumbing, electrical systems, construction and maintenance, and the monitoring of all zones for code or zoning violations. Considerable effort is involved in the technical examination of structural plans and plot plans preparatory to issuance of building permits. Detailed reviews and inspections may be made of building plans and specifications for compliance with MUBEC standards and State of Maine and the Town's ordinances. Work performed under the general direction of the Board of Selectmen who review for compliance of work to municipal policies. Work is carried out with a high degree of independence and discretion.

This position requires annual appointment by the Board of Selectmen. This position entails extensive public contact.

**REPORTS TO:**

The Board of Selectmen

**General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Work in harmonious relationships with all Town staff and members of the public.
4. Perform duties in a conscientious, cooperative manner.
5. Perform required amount of work in a timely fashion with a minimum of errors.
6. Be neat and maintain a professional appearance.
7. Understand and work within the Town of Durham's Ordinances, Policies and Procedures.
8. Hold regular office hours at the town office as determined by the Board of Selectmen.

**General Duties & Responsibilities:**

The Code Official:

- Acts as and performs the duties of Local Plumbing Inspector.
- Acts as and performs the duties of Electrical Inspector.
- Acts as and performs the duties of Building Inspector.

- Acts as and performs the duties of the town’s Shoreland Zoning Officer.
- Acts as and performs the duties of the town’s Local Health Officer.
- Acts as and performs the duties of the town’s E-911 Addressing Officer.
- Initiates and enforces appropriate municipal, state and federal laws, ordinances, rules and regulations pertaining to building, plumbing, and electrical code. Including local licensing requirements.
- Reviews construction and plot plans for soundness before issuing building permits and collecting fees.
- Reviews applications for plumbing permits and issues or denies based on compliance with the state plumbing laws and regulations as well as local ordinances.
- Inspects subsurface wastewater systems and indoor plumbing as required by state law and local ordinances.
- Reviews plans and specifications for plumbing installations, including septic systems and interior plumbing; enforcing state plumbing code when violations occur.
- Inspects buildings which are under construction, alteration, or repair for compliance with building, electrical, plumbing, and zoning code requirements and other related ordinances and codes. Inspects buildings and other structures for structural safety, sanitation, electrical and flood plains management in accordance with established inspection procedures.
- Makes inspections of permitted projects and issues Certificates of Occupancy when appropriate.
- Investigates complaints of possible code violations and initiate appropriate remedial action as indicated by ordinance or established guidelines for the situation.
- Periodically surveys the town to check for activities that are not in compliance with local, state or federal laws or ordinance.
- Attends Board of Appeals, Historic District Commission and Planning Board meetings and acts as a resource to the Boards.
- Acts as a liaison between members of the public and the Durham Planning Board, Historic District Commission and Appeals Board and assists with preparation of documents required for their process and procedures. Prepares forms and documents necessary for efficient processing of the public’s request for permits.
- Assists Comprehensive Plan Committee as necessary.
- Spearheads effort to improve Town ordinances and coordinate the effort to align the ordinances with the new Comprehensive Plan when it is completed.
- Serves as a resource for contractors, citizens, realtors, attorneys and appraisers who need information about local and state plumbing and building ordinances and laws.
- Maintains accurate records and files for permits issued, action taken on violations and/or investigations. Maintains a complete record of all transactions of the offices including, but

not limited to, applications, permits issued or denied, revocation actions, appeals actions/findings, court actions, violations and investigation of violations.

- Works closely with the assessor to disseminate information with an impact on valuation.
- Co-ordinates electrical service upgrades and new services by Central Maine Power.
- Answers inquiries received by phone, email, or directly from persons at the town office.
- Assists U.S. Census Bureau as necessary.
- Annually, compile a report for all permits issued for the period January 1 through December 31 for presentation in the town report.
- Maintains the zoning map and text.
- Maintains the E-9-1-1 map.
- Performs related work as required under the direction of the Board of Selectmen.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**Work Environment/Physical Demands**

Moderate to heavy physical activity is required to perform the duties of this position.

Responsibilities are conducted in varying weather conditions, and may require employee to travel or work in and around job sites, climb stairs and negotiate steep or sloping embankments, and crawl into confined spaces. Moderate exposure to injury and hazard.

**Minimum Requirements:**

Education and Experience:

1. High school diploma or equivalent, a minimum of 2 years of experience in the building or construction trades or an academic equivalency, or any equivalent combination of experience and training related to the job duties and responsibilities.
2. Must have the applicable state certifications under 30-A M.R.S. § 4201-4204 and 30-A M.R.S. § 4451 or the ability to acquire the necessary licenses and certifications within one (1) year of entering employment with the Town.
3. Possess any other appropriate inspection licenses for direct inspections work performed.
4. Must have a working knowledge of approved methods used in building construction, plumbing repair and installation.
5. Considerable knowledge of local, state, and federal regulations governing land use development, and the ability to interpret same.
6. Knowledge of Civil Court Rule 80(K).
7. Knowledge of M.U.B.E.C. Codes.
8. Knowledge of plumbing codes and permit regulations.

9. Must have the ability to understand and interpret site plans, surveys and building plans as submitted during the application process.
10. Must have the ability to work independently without direct supervision.
11. Must have the ability to administer and enforce state and local laws while maintaining a sincere customer service attitude.
12. Must have the ability to work harmoniously with contractors, workers, building owners, other municipal employees and the general public.
13. Working knowledge of various on and off-site equipment, such as, engineering and drafting scales, electrical circuit testing equipment, levels, shovels, binoculars and camera equipment.
14. Working knowledge of Microsoft Office programs and records keeping.
15. Must have a valid Maine State Drivers License and reliable transportation.

**Desirable knowledge, skills and abilities:**

1. Certification in the following areas of responsibility:

*Building Standards	*Shoreland Zoning	*Floodplain Management
*Internal Plumbing Codes	*Enforcement Techniques	*M.U.B.E.C. Codes
*Legal Issues	*Land Use/Zoning	*Maine E-9-1-1 Addressing
*Subsurface Wastewater Disposal Rules		

2. Willingness to work beyond normal business hours (including weekends) to accomplish certain tasks. Evening meetings and hours will be required.