

Code Enforcement Officer
Caribou, Maine
Job Description

Job Title:	Code Enforcement Officer
Position Classification:	Regular, Full-time, Exempt
Salary Range:	\$54,000 - \$56,000 / year
Nature of Work:	This is a responsible administrative and technical position for the overall management and enforcement of land use regulation, comprehensive plan development, municipal zoning administration, shoreland zoning, and support to appointed boards.
Supervision Received:	Works under the general direction of the City Manager
Supervision Exercised:	None currently

Position Purpose:

This is a highly skilled professional position that is responsible for ensuring the effective, safe, and efficient delivery of zoning and planning services in the community. The Code Enforcement Officer plans, implements, and oversees the department's annual operating and revenue budgets. Work is performed with considerable independence and latitude but is subject to the provisions of the Caribou City Charter, Maine State Law Title 30-A MRSA §4451, and executive direction by the City Manager.

Opportunities for Advancement:

Code Enforcement Officer should also become certified as a Building Official
Code Enforcement Officer could become certified as a Local Plumbing Inspector
Code Enforcement Officer could prosecute land use violations if properly 80K certified

Position Function:

Employee has direct responsibility for the efficient operation of the zoning and planning activities within the City of Caribou. Work is reviewed through discussions of problems and policies under supervision of the City Manager.

The position of Code Enforcement Officer (CEO) has been formally created in the City of Caribou. Any action which the CEO takes must be specifically or implicitly authorized by statute, ordinance, or charter provision. Upon being hired for this position, the CEO will be properly appointed, asked to sign an oath, and then sworn into office. State law requires that a Code Enforcement Officer be certified in the areas of enforcement within twelve (12) months except for Local Plumbing Inspectors who must be certified prior to acting in that capacity. The City of Caribou requires that the Legal Issues, Land Use and Zoning and Shoreland Zoning certification exams be taken within the six-month probation period.

The essential job functions and duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The functions of the position are divided into four areas: Administrative, Technical, Enforcement, and Board Liaison.

1. Administrative Responsibilities:

- Makes significant individual contribution to the management team as a department manager
- Influences decisions regarding how position will meet the needs of the community
- Proposes, organizes, implements, and evaluates zoning and planning requirements
- Shares in the development of departmental and organizational short and long range plans
- Supervises the collection of permits and fees
- Monitors and coordinates training and certification/recertification
- Ensures risk management practices and safety protocols are consistently followed
- Provides work products created with GIS software
- Discloses any conflict of interest per 30-A MRSA §2605 and avoids even the appearance of a conflict of interest
- Complies with all provisions of the Maine Civil Rights Act 5 MRSA §§ 4681-4683 and the Federal Civil Rights Act 42 UCC §1983
- Prepares a summary of department activities for the City of Caribou annual report
- Submits monthly permit reports for inclusion in the City Council meeting packet
- Submits monthly permit reports to the U S Census bureau
- Submits annual plumbing permit reports and fees to the State of Maine
- Prepares and administers department budget, including the approval of all expenditures, bid preparation, specification design, and allocation of resources
- Documents and maintains adequate records and reports of permits and department activity in accordance with 5 MRSA §95-B
- Maintains detailed records of enforcement actions on codes, ordinances, and statutes relating to the Caribou City Charter, and State of Maine laws and rules
- Communicates effectively and tactfully, both verbally and in writing, with members of the Caribou City Council, City Manager, other municipal employees, the public, and other Code Enforcement professionals with versatility ranging from one-on-one collaboration to large group presentation skills
- Keeps abreast of current trends in the field and demonstrates continuous efforts to improve operations, streamline work processes, and reduce expenditures by employing a variety of innovative methods
- Responds to media requests and promotes positive public relations by attending a variety of civic, professional, service, and community group meetings and events
- Joins professional code enforcement organizations
- Maintains effective and appropriate working relationships with elected officials, the City Manager, City of Caribou staff, Department of Environmental Protection, RSU#39 school department employees, Caribou Utilities District staff, outside agencies, business owners, and other members of the general public
- Encourages and maintains a respectful and harmonious work environment
- Consistently demonstrates impeccable judgment, discretion, and ethical decision making
- Attends meetings and other events during and outside normal working hours as needed
- Employee is expected to use their best efforts on behalf of the employer
- Performs other related duties as assigned or as needed to ensure the safe and efficient operation of code enforcement activities

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2. Technical Responsibilities:

- Reviews permits for completeness and accuracy for transmission to Building Official (BO) or Local Plumbing Inspector (LPI)
- Acquaints oneself with NFPA 101 Life Safety Code and other regulations
- Reviews applications for completeness and accuracy for transmission to the Planning Board
- Tracks progress of permits and applications
- Demonstrates awareness of the technical, legal and administrative facets of the position as a significant amount of problem solving and policy development is required
- Presents nuisance properties for action under 17 MRSA §§2851-2859 (dangerous buildings)
- Takes the lead on the City of Caribou Comprehensive Plan development
- Drafts ordinances for review by the Planning Board
- Researches concerns and provides conclusions to City Council and City Manager
- Provides answers to citizen questions
- Attends code enforcement meetings and trainings for legal updates and certification credit
- Engages elected officials and other departments in fighting blight in the community
- Displays excellence with public speaking, and making presentations

3. Enforcement Responsibilities:

- Code Enforcement Officer (CEO) enforces all land use violations including:
 - Junkyards, Auto Graveyards and Auto Recycling (30-A MRSA §3751-3760)
 - Miscellaneous Nuisance Law (17 MRSA §2802)
 - Municipal Subdivision Law (30-A MRSA §4401-4407)
 - Shoreland Zoning (38 MRSA §441[3])
 - Small Gravel Pits (30-A MRSA §3105)
 - Natural Resources Protection Act (38 MRSA §480-A)
 - Dangerous Buildings (17 MRSA §§2851-2859)
 - Abandoned Mobile Homes (30-A MRSA §3106-A)
 - Floodplain Management FEMA Flood Disaster Protection Act of 1973
 - Compliance with Accessibility Standards and Requirements
 - City of Caribou Ordinances, in particularly Chapter 13 Land Use Ordinance
- Local Plumbing Inspector enforces:
 - State of Maine Internal Plumbing Rules
 - State of Maine Subsurface Waste Water Disposal Rules
- Complies with Freedom of Access Act requirements 1 MRSA §§401 - 410
- Building Official approves permits and performs inspections in accordance with the Maine Uniform Building and Energy Code; violations are enforced by the CEO
- Reviews development for issuance of building permits and utility installations for compliance with subdivision law, shoreland zoning, Maine Endangered Species Act (12 MRSA §12803), DOT driveway permitting (23 MRSA §704) and site location of development act (38 MRSA §481)
- Conducts inspections to detect violations and decides on enforcement actions including oral notice, “stop work” notice, and written notices. Works with citizens on corrective action, voluntary compliance, consent agreements, and when needed, initiating prosecution in court.
- Prepares administrative warrants as needed
- Avoids even the appearance of “selective enforcement”
- Clearly transmits and receives information in person, on the phone, and in writing

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4. Board Liaison Responsibilities:

- Code Enforcement Officer staffs the Planning Board, Zoning Board of Appeals and Caribou Riverfront Renaissance Committee
 - Evaluates applications for: Site Design Review, child care facility, change of use, home occupation, zoning changes, proposed ordinance changes, and others
 - Prepares agenda and packet
 - Advertises Public Hearings in accordance with local guidelines when required
 - Attends and facilitates meetings
 - Controls A/V equipment to broadcast and record meetings
 - Prepares findings of fact and conclusions of law based on the board discussion
 - Takes meeting minutes
 - Secures building at the conclusion of the meeting
 - Prepares staff memos for the Caribou City Council when needed
- Research topics under consideration by the Board
- Educates public and board members on variances and waivers (30-A MRSA §4353, 38 MRSA §439-A [4]) and the appeals process
- Provides a staff report at each meeting
- Establish and maintain professional working relationships

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the Charter of The City of Caribou, The Caribou Code and Ordinances and specifically Chapter 13 Zoning Ordinances
- Comprehensive knowledge of the City of Caribou street system and geography
- Knowledge of basic government accounting and budget principles with the ability to responsibly manage a comprehensive budget
- Ability to work and coordinate with department staff including the Building Official/Deputy Code Enforcement Officer/Deputy Assessor's Agent
- Ability to effectively work with, and maintain good working relationships with other municipal officials, state and federal authorities and the general public
- Self-directed with the ability to work independently, paying attention to detail, in a fast-paced progressive environment while performing multiple tasks and meeting deadlines that are sometimes imposed by others
- Ability and willingness to remain flexible and adaptable to changing organizational and community needs, conditions, and work responsibilities
- Willingness to pursue professional development opportunities with the ability to successfully complete any necessary training
- Intermediate computer skills and proficiency in the following software: Microsoft Word, Excel, PowerPoint, Outlook, and ESRI ArcMap GIS platform. Ability and willingness to become proficient in all software and social media platforms used by the City of Caribou.
- Ability to interact with others in a diplomatic and professional manner, oftentimes under adverse or strained conditions
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters
- Ability to exercise sound judgment and make ethical decisions when advising elected and appointed officials, city staff and the general public

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- Ability and willingness to always conduct business in a fair manner and maintain a positive attitude and commitment to the goals and philosophy of the City of Caribou
- Ability and willingness to display a high level of respect and professionalism in the workplace and community at all times and consistently project a positive image of the City
- Ability to prioritize workload and adjust priorities quickly in response to emerging situations
- Ability to consistently work a full week and work flexible hours as needed to accomplish objectives. Must be available for periodic work or meetings after hours including weekdays, evenings, holidays, and weekends
- Ability to perform all essential functions of the position

Physical & Mental Requirements

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

Physical Requirements:

While performing the duties of this job, the employee is frequently required to work at a computer or stand for prolonged periods of time. Operates computer, telephone, and other standard office equipment. Sufficient speech and hearing are needed to clearly convey and receive information over the phone, and in person. Must have sufficient vision to perform the essential functions of the job in both daytime and nighttime conditions. While performing the duties of this job, the employee will frequently stand, sit, talk, walk, operate a motor vehicle, inspect documents, reach with hands and arms, as well as use hands to handle or feel objects routinely used to perform job duties. The employee must regularly crouch, bend, stoop, step up, and lift and/or move objects weighing up to 30 pounds independently, such office supplies and other equipment routinely used in the department. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Mental Requirements:

Work is in a moderate to high stress environment. Position necessitates a high level of accountability, attention to detail, and decision making under pressure. While performing the duties of this job, the employee is frequently required to use written and oral communication skills; make expedient and prudent decisions; observe, accurately interpret, and quickly respond to information presented in enforcement situations; read and interpret technical information, such as diagrams, manuals, and legal documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive conditions; manage multiple concurrent tasks; work with constant interruptions; and frequently interact in a calm, professional manner with others. Employee has access to confidential documents requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Has frequent contact with elected and appointed municipal officials, municipal employees, the public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and complex

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information; contacts with the public require considerable patience, tact, and discretion and in many cases confidentiality.

Work Environment

Administrative duties are performed in a typical office setting. Enforcement response duties are performed in a wide variety of uncontrollable conditions, such as unsanitary or unsafe conditions, and outdoor spaces. While performing the routine duties of this job, the employee is occasionally exposed to fumes or airborne particles, vibration, and moving mechanical parts and equipment. Other hazards may include risk of electric shock, exposure to human error, and hostile humans. The noise level is usually moderate but may reach extremes where hearing protection is required. Personal Protective Equipment is provided.

Required Job Qualifications

- Must be 18 years old, a resident of the State of Maine and a US citizen per 30-A MRSA §2526

- Should have or ability to obtain certification from the State of Maine:
 - Legal Issues, Land Use Planning, Shoreland Zoning (required)
 - Commercial Building, Energy, and Ventilation (preferred)
 - Residential Building, Energy, Radon and Ventilation (preferred)
 - Court Rule 80K Certification (preferred)
 - Internal & External Plumbing Certification (preferred)
 - State of Maine DHHS Mandated Reporter training (22 MRSA §4011-A[25])

- Experience with Geographic Information Systems (GIS) (preferred)

- Associate degree in a related field, bachelor's degree (preferred)

- Maine Class C driver's license

- Ability to pass a comprehensive background screening process

- Progressively responsible experience