



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Assistant Codes Enforcement Officer
Department	Planning and Development
Grade Level	09
FLSA Status	Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	July 7, 2022

GENERAL PURPOSE:

Performs a variety of routine and complex work in the administration, interpretation and enforcement of local and State codes and laws dealing with building construction, development, land use, signs, sewers, refuse, and blasting. Also serves as City Health Officer.

SUPERVISION RECEIVED:

Works under the direction of the Codes Enforcement Officer

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accepts and reviews plans/applications for building permits, plumbing permits, electrical permits, heating permits, blasting permits, zoning permits, sidewalk vending permits, and others.
- Issues permits, inspects construction, issues certificates of occupancy. Meets with owners, tenants, contractors, developers, architects, attorneys, business owners, etc. to discuss code requirements and processes; secures code compliance.
- Cites violations, conducts inspections, prosecutes violations in court.
- Responds to housing, land use, and refuse complaints.
- Administers the sidewalk snow removal ordinance.
- Processes applications for underground tank removals and installations.
- Monitors projects for compliance with State and local regulations.
- Drafts and distributes a variety of correspondence and reports
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
- Aids other departments in determining property boundaries.
- Works with a variety of State and local organizations

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent;
- Three years experience related to inspection, enforcement of codes, building inspection, land use, public administration or a related field, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of construction, code enforcement principles, practices and methods as applicable to a municipal setting
- Knowledge of applicable laws, standards and regulations relating to construction, land use, and public safety
- Skill in computer use including Microsoft Office, GIS, and other office-based software programs
- Ability to read/interpret plans, surveys, and deeds; Ability to produce or obtain reports, graphs, charts, photographs of evidence and/or exhibits
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions
- Ability to communicate effectively orally and in writing. Ability to follow verbal and written instructions
- Ability to establish and maintain effective working relationships with colleagues, elected officials, residents, contractors, and the general public
- Ability to handle stressful situations and effectively deal with difficult or angry people
- Must possess a valid State driver's license
- Must be certified by the State of Maine to practice codes enforcement or have the ability to become so within one year of hiring.

PHYSICAL REQUIREMENTS:

Considerable outdoor work is required in the inspection of buildings, construction, land uses and other matters. Hand-eye coordination is necessary to operate computers and various tools/pieces of equipment. While performing the duties of this job, the employee is frequently required to stand; walk; talk, hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, crawl, and climb ladders. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands 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

This job description does not constitute an employment agreement and is subject to change.

The City of Bath is an Equal Opportunity Employer