

TOWN OF OLD ORCHARD BEACH

POSITION DESCRIPTION

TITLE: Code Enforcement Officer / Field Inspector

STATUS: Non-Exempt

DEPARTMENT: Code Enforcement

GENERAL PURPOSE

Under the supervision of the Director of Code Enforcement, the Code Enforcement Officer/Field Inspector serves as a key member of an interdepartmental task force comprising representatives from Fire, Police, Planning, and Code Enforcement. This team is responsible for coordinated plan review, field inspections, and enforcement of applicable state and local codes.

The position also participates in emergency response situations involving unsafe structures, compromised building components, electrical hazards following fires or storms, and occupancy determinations that affect public health and safety.

This role carries significant administrative and technical responsibilities and ensures the equitable and consistent application and enforcement of construction, zoning, and related municipal codes.

The Code Enforcement Officer/Field Inspector assists with permit reviews and issuance; conducts building, plumbing, and electrical inspections; investigates complaints; and ensures compliance with Town ordinances and building codes. The position requires routine fieldwork and a valid driver's license. All duties must be performed in a fair, impartial, and ethical manner.

SUPERVISION RECEIVED

Reports directly to the Director of Code Enforcement, who provides general oversight of workload and operations.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative examples; not all-inclusive)

- Assist the Director of Code Enforcement with the review and issuance of building, plumbing, and electrical permits.
- Conduct inspections of buildings under construction, alteration, or repair to ensure compliance with applicable building, electrical, plumbing, and zoning codes.
- Review construction and plot plans for compliance with applicable codes and ordinances.
- Perform inspections at various stages of construction as dictated by adopted codes and ordinances.
- Provide information to the public regarding zoning requirements, construction codes, floodplain regulations, utility connections, signage, and business licensing.
- Assist with investigations of potential violations of building, electrical, plumbing, sanitation, and zoning codes.
- Meet with applicants, review applications, calculate fees, and issue permits.
- Maintain required State of Maine certifications.
- Prepare and maintain inspection reports, enforcement documentation, and related records.
- Perform additional duties as assigned.



MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent.
- Valid Maine driver's license.
- Preferred: Two years of construction trade school or three years of related construction or inspection experience.
- Required or must obtain: State certifications in plumbing, wastewater, code enforcement, zoning, land-use laws, construction codes, radon, energy and ventilation standards, and Rule 80(K).
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities:

- Clear and effective communication skills.
- Knowledge and experience in building and construction trades.
- Understanding of HVAC systems.
- Proficiency with computers and software.
- Ability to interpret federal, state, and local codes.
- Ability to analyze construction plans.
- Ability to conduct field inspections.
- Strong record-keeping skills.
- Ability to maintain effective working relationships.
- Ability to work under deadlines.
- Ability to identify code violations and assist with corrective actions.
- Ability to provide accurate information in the Director's absence.

SPECIAL REQUIREMENTS

Must be flexible, possess strong interpersonal skills, and be capable of effectively managing challenging interactions with the public.

TOOLS AND EQUIPMENT USED

Computers, tablets, calculators, phones, copiers, measurement tools, flashlights, thermal imaging cameras, and electrical testing devices.

PHYSICAL DEMANDS

Duties require sitting, speaking, hearing, and use of hands; occasional walking; lifting up to 25 pounds; navigating uneven terrain; and performing climbing, stooping, or crawling during inspections. Must use required PPE and follow safety procedures.

WORK ENVIRONMENT

Work involves typical office and field conditions requiring standard safety practices.

DISCLAIMER

The duties listed above 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.

The Town of Old Orchard Beach is an Equal Opportunity Employer. Applicants and employees with disabilities, as defined under the Americans with Disabilities Act, must be able to perform the essential job functions with or without reasonable accommodation.