

JOB DESCRIPTION CODE ENFORCEMENT OFFICER

OBJECTIVE: Responsible for planning, directing, conducting and administering all functions of the Town's Code Enforcement & Building Inspection Departments.

ACCOUNTABILITY: Reports to Town Administrator & Board of Selectmen.

- **DUTIES AND RESPONSIBILITIES:** Except as specifically noted, the following functions are considered essential to this position.
- Coordinate all functions of the Code Enforcement Dept. including inspections and enforcement of all building, zoning and fire codes.
Issue building permits, schedule and perform required inspections.
- Supervise Code Enforcement personnel, assign work schedule, set up and maintain training.
- Prepare Code Enforcement budget and work with Selectmen and Town Administrator to finalize budget and to present budget to Budget Committee and at Town Meeting as required.
- Work harmoniously with public, public agencies, and their staffs, the media and private organizations.
- Attend land use board meetings as needed.
- Thorough knowledge of the skills, methods, tools, and materials used in Code Enforcement and building inspections.
- To continue education and knowledge regarding all building and life safety code updates, as well local land use regulations.
- Maintain cleanliness, neatness, safety of personnel, vehicles and work space.
- Assists residents and other applicants in the permitting process and advise on all zoning, building and related issues.
- Oversee the operation of the Code Enforcement Dept. to ensure the proper processes are implemented and followed.
- Other duties as necessary.

LICENSE/CERTIFICATION REQUIREMENTS: Have and maintain a valid Driver's License, have or obtain I.C.C. certification as Building Inspector.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: High School diploma and experience in building construction. Be able to use computers and be proficient in Microsoft Word and Excel.

OTHER CONSIDERATIONS AND REQUIREMENTS: Ability to follow written and oral instructions. Ability to make entries in and maintain inspection records and reports. Ability to perform job site inspections in environments characterized by heat or cold, dust, noise, rain and snow as necessary. Be reliable in attendance and performance.