

Code Enforcement Officer/LPI

The Town of Wilton (pop. of 4,100) is seeking candidates for the part time contracted position (approximately 12 to 16 hours per week summer/ 8 to 12 hours per week winter) as a Code Enforcement Officer/Licensed Plumbing Inspector.

The successful candidate must be willing to meet all State requirements as a Code Enforcement Officer and Plumbing Inspector within one year; additional certification in building standards is desirable; ability to read and understand site plans/building plans; and to enforce the town's zoning ordinances and property maintenance ordinances, as well as applicable state laws.

The Code Enforcement Officer must hold a valid Maine driver's license and have use of a personal vehicle. The CEO will attend all meetings of the Planning Board, and Appeals Board (as necessary) including preparing information for the boards' review.

Please forward a cover letter, and resume to:

Town of Wilton
Attn: Rhonda Irish, Town Manager
158 Weld Road, Wilton, ME 04294

or by email at manager@wiltonmaine.org no later than Friday, June 30, 2017.

For more information, please call (207) 645-4961 or email: manager@wiltonmaine.org.

Job Description

- Receives, reviews, and issues building, use, sign, and floodplain development permits.
- Provides for preliminary review of projects within the Planning Board jurisdiction.
- Inspects properties for compliance with ordinances/land use laws including, but not limited to, Town-wide zoning, State Plumbing codes, fire/dangerous building codes, nuisance, junkyard laws, property maintenance ordinance, subdivision law, natural resources protection laws, etc.
- Provides on-site investigation and impact evaluation of complaints received by the Town and serves notification to violators.
- Initiates actions to prevent, halt, or rectify violations, and involves the appropriate State agencies for assistance where appropriate.
- Prepares and negotiates consent agreements when circumstances justify such action.

- Initiates 80-K court proceedings and/or testifies on behalf of the Town in administrative or court proceedings.
- Communicates with Town Officials/Planning Board as to the nature, impact, and effectiveness of zoning and other ordinances, and assists them with research and development of planning and zoning projects or revisions, and coordinates these efforts through Androscoggin Valley Council of Governments (AVCOG).
- Attends all meetings of the Planning Board and Appeals Board and public hearings involving planning, zoning, permitting, and enforcement.
- Attends Board of Selectperson's meetings when necessary.
- Educates the public and communicates with the media information regarding Planning Board activities, zoning and other local and State laws affecting local land use.
- Provides technical assistance to property owners in the preparation of applications and compliance with ordinances/land use laws.
- Attends all appropriate DECD certification and re-certification classes and exams.
- Promotes and maintains a positive public image of Code Enforcement.
- Acts as secretary to the Planning board in the absence of the Planning Board Secretary.
- Solicits applications for, and administers DEP Small Community Grants Program to identify and abate sewage pollution nuisances, as necessary.
- Identifies and applies for funding those projects qualifying for Soil & Water Conservation grants, and coordinates their implementation, as necessary.
- Participates with the Town's Planning Implementation Committee (presently no committee).
- Performs any other duties not enumerated here which are related to the planning and code enforcement functions.
- Code Enforcement Certification in multiple areas required within one year of appointment.