



# Town of Eagle Lake

## Code Enforcement Officer

### Job Description

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#### **NATURE OF WORK:**

This is technical and administrative work responsible for the enforcement in a uniform and equitable manner of the Eagle Lake Shoreland Zoning Ordinance and all applicable federal and state laws and ordinances. This position is primarily focused on the shoreland zone, but may be required to enforce other laws and ordinances that come under the jurisdiction of the Code Enforcement Officer.

Work is performed under the general direction of the Town Manager and Planning Board Chairman, but the Code Enforcement Officer is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives. This position requires considerable interaction with the public.

#### **Essential Duties and Responsibilities:**

- Reviews all building applications submitted to ensure that all plans are in compliance with appropriate municipal, state and federal laws, ordinances and regulations.
- Works with residents to establish adequate project timetables and follows up to guarantee projects are completed within the project timetable.
- Reviews building permits to determine that the proposed project is consistent with the Town of Eagle Lake Shoreland Zoning Ordinance and all Maine Department of Environmental Protection regulations.
- Conducts onsite inspections to insure compliance with the Town of Eagle Lake Shoreland Zoning Ordinance, all applicable laws and conditions attached to the permit approval.
- Follows up on building permits to guarantee that all projects are constant with the approved building permit and not in violation of the Eagle Lake Shoreland Zoning Ordinance and State of Maine Department of Environmental Protection regulations.
- Initiates and enforces all provisions of the Eagle Lake Shoreland Zoning Ordinance that pertain to projects in the Eagle Lake Shoreland Zone and works with Maine DEP to ensure compliance with all Maine DEP regulation pertaining to projects undertaken in the shoreland. Investigates all complaints of alleged violations of local land use laws. Contacts in writing any person responsible for such violation and orders the necessary action to correct the violation.
- Initiates legal action in relation to the enforcement of the Eagle Lake Shoreland Zoning Ordinance. Orders the discontinuance of any illegal use of land, buildings or structures or work being done, removal of any illegal buildings or structures and abatement of any violations of the ordinance or Maine DEP regulations. Maintains a record of any actions taken.
- Attends Planning Board meetings and updates the Board on the status of building permits. Provides information and meeting packets to Planning Board members prior to the meetings to educate board members on meeting agenda topics.

- Updates Planning Board Chair and Town Manager of any issues or concerns that they may have.
- Attends meetings of the Board of Appeals and provides information concerning cases presented to the Board.
- Collects Building applications fees as determined by the Shoreland Zoning Ordinance.
- Keeps a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation of permits, appeals, court actions, violations investigated, violations found and fees and collected. Submit a summary of this records to the Deputy Director of the Bureau of Land Quality control within the Department of Environmental Protection every two years.
- Updates Planning Board Chair and Town Manager on the progress of all permits granted.

**Requirements/Qualification/Skills:**

- Able to obtain certification as a Maine Code Enforcement Officer in the State of Maine
- Ability to comprehend the requirements of the Town of Eagle Lake Shoreland Zoning Ordinance.
- Knowledge of legal procedures involved in the enforcement of codes and ordinances.
- Ability to conduct field inspections, recognize violations and document violations for follow-up or corrective actions.
- Ability to work harmoniously with contractors, workers, property owners and other municipal or State of Maine employees or officials.
- Able to communicate verbally and in writing to all parties involved.
- Ability to establish and maintain working relationships with other municipal employees and the general public.
- Ability to maintain a high energy level
- Ability to render excellent judgment skills; selecting the most appropriate course of action in a given situation.
- Excellent communication, decision making, and interpersonal skills.

**Training/Experience/Education Required:**

Graduation from an accredited high school, supplemented by vocational training in the building, construction, structural design or a related field, or any equivalent combination of experience and training. CEO certification is required within six months after hire.