

TOWN OF MEXICO
CODES ENFORCEMENT OFFICER

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

1. ADMINISTRATION:

In accordance with the Zoning Ordinances of the Town of Mexico and Laws of the State of Maine, there is hereby created the office of Code Enforcement Officer.

The Code Enforcement Officer is appointed, subject to confirmation by the Board of Selectmen, by the Town Manager and is directly supervised by the Town Manager, except when the Town Manager is the Code Enforcement Officer, he shall be appointed by the Board of Selectmen.

As department head, the Code Enforcement Officer supervises the Code Enforcement Office and its staff.

As Certified Plumbing Inspector, pursuant to 30-A M.R.S.A. §§ 4201-4223, the Code Enforcement Officer is responsible for the administration of the Maine State Plumbing Code within the Town.

The Code Enforcement Officer is responsible for administration and enforcement of the land use requirements of the Town as outlined in Section 3.

As Building Inspector, pursuant to 30-A M.R.S.A. §§ 41-1-4104, the Code Enforcement Officer is responsible for the administration and enforcement of the Town's Building Code.

2. PHILOSOPHICAL STATEMENT:

The Code Enforcement Officer is the first line of administration and enforcement of the local zoning and other land use ordinances.

The Code Enforcement Officer shall be familiar with State and Federal land use laws because these approvals of proposed land use activities are concurrent with municipal approval under local ordinances. This is not to be confused with the idea that the Code Enforcement Officer is responsible for administering and enforcing State and Federal laws. Rather, the Code Enforcement Officer should be aware of what the other land use laws are as the administration and the adjudication of local ordinances do not occur in isolation of other laws.

The Code Enforcement Officer has a number of roles while performing enforcement duties. He/She acts as an organizer, housekeeper, administrator, interpreter, coordinator, protector and advisor under the zoning ordinances. He/She interprets and translates land use regulations for both municipal officials and the public. He/She coordinates the processing of land use regulations among the various boards and officials having jurisdictional interests. He/She communicates with the municipal boards, officials, press and public in such a way as to promote an understanding about the workings of land use regulations. He/She protects the public by ensuring their safety, health and welfare, as well as, the fair and equitable enforcement of the law. He/She also advises and makes recommendations to the town officers and the Planning Board about changes to be made in various ordinances.

3. SUMMARY LIST OF JOB DUTIES AND RESPONSIBILITIES:

1. Performs the duties of the Shoreland Zoning Administrator as required by the Ordinances of the Town of Mexico and the laws of the State of Maine.
2. Performs the duties of the Floodplain Management Administrator as required by the Ordinances of the Town of Mexico and the laws of the State of Maine
3. When necessary inspects buildings which are under construction, alteration or repair for compliance with Town building, or Zoning requirements as prescribed by municipal ordinances.
4. Provides code information as requested by banks, lawyers, realtors, developers, and other individuals.
5. Receives, reviews and issues building permits, land use permits, change of use permits, sign permits, and plumbing permits.
6. Investigates complaints of possible code violations, including building, plumbing and zoning; initiating appropriate action to ensure compliance as necessary.
7. Attends Planning Board, and Board of Appeals meetings as necessary.
8. Coordinates with other Town Officials and Boards regarding the processing and administration of ordinances and regulations.

9. Enforces decisions in regard to zoning of the Planning Board and Board of Appeals.

10. Educates the public about zoning and other land use regulations.

11. Communicates with Town Boards and Officials as to the nature and effectiveness of zoning and other ordinances.

4. DESIRABLE JOB REQUIREMENTS:

1. Knowledge of the Building Trades and Associated Codes.

2. Knowledge of local zoning, and other land use ordinances.

3. Basic knowledge of State and Federal land use laws and rules.

4. Ability to deal with public firmly and courteously under adverse or strained conditions.

5. Good verbal and writing communication skills.

6. Knowledge of Plan review procedures and print reading skills.

7. Knowledge of local and State of Maine enforcement procedures.

8. Hold a State of Maine Local Plumbing Inspectors Certificate.

9. Hold a valid certification from State Office of Comprehensive Land Use Planning as required under State law.