

## **Code & Planning Coordinator**

Department: Planning & Development/Code Enforcement  
Reports To: Director of Planning & Development

FLSA Status: Exempt  
Date: January 24, 2024

### **GENERAL SUMMARY:**

Under the direction of the Director of Planning and Development, this position is responsible for the administrative and technical work related to department operations and enforcement of the town's codes and license programs. This position assists the Code Enforcement Officers with the inspection of all construction within the town, primarily concentrating on short-term rental premises and the uniform and equitable enforcement of all codes, ordinances, and regulations related to building, land use, and zoning. The position is responsible for drafting ordinance language and revisions, assisting with municipal planning functions, including short-term rental license compliance, providing grant stewardship, and serving as the primary Town staff liaison for the Planning Board, Growth Planning Committee, and other committees as assigned.

Responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring the incumbent to approach the workload with flexibility.

### **ESSENTIAL JOB FUNCTIONS:\***

- ◆ Reviews and issues all applications for Short-Term Rentals, Residential Roomers, and all Victualer's license inspections. This position also assists Code staff with building permits, 30% expansion permits, and inspections. Verifies all information is accurate and in compliance with the Town's land use and zoning ordinances and calculates all permit fees.
- ◆ Research, draft, revise, and interpret zoning and land use ordinances.
- ◆ Primary staff support for the Planning Board including preparing applicants, agendas, background memos, draft finding of facts and notice of decisions, etc. Maintain complete Planning Board archives.
- ◆ Reviews all building and site plans submitted with permits to ensure compliance with the Maine Uniform Building and Energy Code (MUBEC) and all applicable Federal, State, and Town codes, ordinances, and regulations.
- ◆ Conducts on-site inspections of buildings and other structures to ensure compliance with all codes and ordinances and conformity with submitted building plans. Orders corrective actions if necessary and follows up to ensure completion.
- ◆ Responds to inquiries, questions, or complaints regarding building codes, land use and zoning ordinances, and permitting procedures; and resolves them. Corresponds by telephone, mail, email, and in-person contact.
- ◆ Makes recommendations for Town-driven project proposals that advance goals set by the Comprehensive Plan, Board of Selectmen, and the Town Manager.
- ◆ Develops effective, data-driven reports that convey pertinent information about land use and planning, community trends, and other projects.

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- ◆ Investigates complaints of possible code violations and takes appropriate action to ensure compliance. Follows up to ensure compliance with instructed changes.
- ◆ Reviews all tree-cutting permits, verifies information and ensures compliance with land use and zoning ordinances.
- ◆ Maintains accurate records for all essential transactions of the office, including applications submitted, inspections performed, permits granted or denied, variances granted or denied, revocation actions, permit revocations, appeals, court actions, violation investigations, violations found, and fees collected.
- ◆ Communicates regularly and coordinates activities with the Director of Planning and Development, Town Manager, other Department and Town staff, contractors, designers, architects, State agencies, and the general public.
- ◆ Attends and participates in all staff meetings.
- ◆ Maintains quality service by following departmental guidelines and procedures and by enforcing Town standards.
- ◆ Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- ◆ Performs research, special projects, and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

### **SUPERVISORY RESPONSIBILITY:**

None.

### **EDUCATION & EXPERIENCE:**

Bachelor's degree in planning, community development, administration, or related field. The individual should have three to five years of progressively responsible related experience in planning and development; or any equivalent combination of education and experience.

### **LICENSES & CERTIFICATIONS:**

- ◆ Maine State certification as a Code Enforcement Officer with a specific certification in the areas required under the Maine Uniform Building and Energy Code (MUBEC) or the ability to obtain certifications within eighteen months of hire.
- ◆ Valid State of Maine driver's license with no restrictions or points that would affect the Town's liability insurance.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Knowledge of the generally accepted construction materials and methods in building, plumbing, and electrical work.

- ◆ Extensive knowledge of and ability to enforce State, Federal, and local ordinances, codes, and regulations related to building and plumbing, zoning, and land use.
- ◆ Knowledge of legal procedures involved in the enforcement of codes and ordinances.
- ◆ Ability to conduct field inspections, recognize violations, and obtain compliance.
- ◆ Ability to read construction blueprints and site plans.
- ◆ Excellent interpersonal and customer service skills; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers and all individuals, groups, and organizations contacted in the course of work.
- ◆ Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of the department and the Town.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to keep varied records, assemble and organize data, and prepare standard reports from such records.
- ◆ Ability to work with a high level of detail; ability to efficiently manage time and organize work; ability to prioritize multiple tasks and deal effectively with interruptions.
- ◆ Ability to work independently and exercise independent judgment; ability to identify and analyze complex issues and to develop appropriate recommendations and solutions.
- ◆ Ability to effectively operate computers and software necessary for the performance of job duties, including Host Compliance, Vision, StruCalc, GIS Mapping, and Microsoft Office.

### **SPECIAL REQUIREMENTS**

None.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine, and all other standard office equipment requiring eye-hand coordination and finger dexterity.

Some work is performed outdoors in all weather conditions or at building and construction sites. Frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, fingering, grasping, talking, seeing, and repetitive motions are required. Occasional pulling, lifting, and feeling are required. Occasional light lifting and physical work is required.

Regularly exposed to atmospheric conditions such as fumes/odors/dust/gas, threatening environments, and people, extreme temperatures, and hazardous physical conditions such as moving mechanical parts and electrical currents. Occasionally exposed to hazardous materials and chemicals, inadequate lighting, confined workspaces, and intense noise. Frequent travel is required, operating a motor vehicle.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***