

Town of Kittery
Part-time Assistant Code Enforcement Officer
For Shoreland Enforcement and Education.

The Town of Kittery is seeking applicants for a unique 28 hour per week one year trial position as an Assistant Code Enforcement Officer responsible for shoreland zoning enforcement and education, MS4 Stormwater Program and as an advocate for reduction in nutrient / nitrogen runoff into the waterways of Kittery. Candidates are required to obtain partial State of Maine CEO Certification within 6 months with a minimum of an Associate Degree in environmental science, planning or related field with experience preparing and making presentations. Some weekend and evening work required. Application is by cover letter and resume to Jon Carter, Town Manager by email at jcarter@kitteryme.org. Deadline is 7/29/11. A full position description is available at www.kittery.org under Community News.

Town of Kittery
Part-time Assistant Code Enforcement Officer
For Shoreland Education and Enforcement
(1 Yr Pilot Demonstration)

Reports To: Town Manager who coordinates with Superintendent of Sewers and Public Works Commissioner on environmental programming, and CEO for Shoreland Zoning Enforcement .

Supervisory Responsibilities: Volunteers

A. Purpose of the Position: An educational / environmental resource position . The person in this position is responsible for the administrative and technical work involved in all aspects of protecting the shoreland areas in Kittery, with particular emphasis on shoreland zoning, wetland, watershed and environmental issues and educational programming and communications. Work duties are divided between code enforcement shoreland enforcement duties; MS4 program planning, and implementation including community shoreland education (zoning, landscaping, nitrate / nutrient reduction , and septic maintenance), data tabulation and shoreland inspection duties depending upon the workload of the Department, as determined by the Town Manager. Work involves close coordination and cooperation with all Departments and the other environmental programs within the community particularly with the Sewer, Code Enforcement and Public Works .

B. Essential Duties & Responsibilities: The following are examples of work (illustrative only):

1. Coordinate and implement educational programs and distribute materials on protecting the shoreland; municipal stormwater runoff and or discharges into Kittery waters with the citizens, businesses and visitors in Kittery.
2. Perform shoreland inspections and investigate complaints to determine compliance with codes and conditions of permit approval, and to look for code violations.
3. Coordinate and implement the MS4 Program with SMRPC, KPWD, Code Enforcement and the State of Maine
4. Interact with the public in a variety of capacities, as during the permit review and inspection processes, when working with Department staff to amend Town plans and codes, and helping to educate people about Department-related issues.
5. Attend and actively participate in meetings during normal working hours and at night as necessary to deal with issues relevant to the responsibilities of the Position and the Department. Weekend work is expected and call out may be required.
6. Seek to establish and maintain efficient shoreland administrative systems in all areas of job responsibility to enhance performance and accountability. Promotes the reduction of nutrients from runoffs and discharges into the waters surrounding the shoreland areas.
7. Provides technical training to Department staff, other Town staff, and Town volunteer board/committee members on issues relating to the job duties.

8. Continuously improve professional skills by study, membership in professional organizations, participation in seminars and conferences, and contacts with officials of other similar agencies and other knowledgeable professionals.
9. Perform the duties as described in the Position Description for Development staff/ assistant code enforcement officer / local plumbing inspector and other duties as assigned by the reporting departments.

C. Additional Duties and Responsibilities.

1. Plans, implements and coordinates the DEP and Federal Municipal Stormwater program with other departments and the community
2. Develops and implements an education program for nitrates reduction and other potential runoff pollutants with coordination with the Kittery Sewer Department and Spruce Creek grant programs.
3. Development of alternative funding sources to assist with both environmental education and programs that improves water quality.
4. Performs other related duties as required.

D. Essential Training and Experience Required to Perform Essential Functions

1. Have or be able to obtain within six months of starting in this position municipal code officer certification from the State of Maine **in Shoreland Zoning, legal and Plumbing sections of code enforcement certification and any other necessary sections for minimum State certification**
2. Be able to deal with the public firmly and courteously under adverse or strained conditions.
3. Strong interpersonal skills, with the ability to establish and maintain effective working relationships municipal employees, municipal officials, outside organizations, and the public.
4. Associate's degree in environmental science, planning, or any related field required; bachelor's degree is preferred.
5. Prior work experience is not required; a minimum of 1 year of work experience in water quality environmental programs or code enforcement is preferred.
6. Broad knowledge of and experience with approved methods and materials used in building construction and plumbing trades.
7. Good writing and public speaking skills.
8. Ability to work effectively on multiple projects simultaneously.
9. Sound ability to use PC-based computers effectively for general office work, including word processing, spreadsheets, internet research, and e-mail. Must be able to learn and use technical software utilized by the Department, including basic GIS and permitting software.
10. Have a valid driver's license.

E. Minimum Physical and Mental Abilities Required to Perform Essential Functions.

1. Physical Requirements.
 - a. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone;
 - b. Must be able to move or carry job-related objects or materials;
 - c. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.;
 - d. Physical demand requirements are at levels of those for outside – walking over unlevel areas and steep declines.
2. Numerical Aptitude.
 - a. Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; and interpret same as may be appropriate.
3. Language Ability.
 - a. Requires the ability to read a variety of professional, technical, and administrative documentation, directions, regulations, instructions, methods, and procedures;
 - b. May require the ability to produce reports with proper format, punctuation, spelling, and grammar, using all parts of speech.
4. Interpersonal Communication.
 - a. Requires the ability to communicate with people to convey or exchange professional information.
5. Environmental Adaptability.
 - a. Requires the ability to interact with people (i.e., staff, general public, and elected officials) beyond giving and/or receiving instructions;
 - b. Work is normally performed outside, within the office and at instructional setting in classrooms or residents. Headaches, eye strain, carpal tunnel syndrome, and related occupational hazards associated with computer work reflect most common potential for injury as well as outside activities resulting in minor falls and scraps.

F. The town of Kittery is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. (Ord. 20-05: Ord. 5-97 § 1004: prior code § 9½-15 (part))

2.2 Development staff assistant/assistant code enforcement officer/local plumbing inspector.

A. Purpose of this Position. The purpose of this position is to provide administrative and professional support to the code enforcing, town planning and assessing departments of the town of Kittery. This position reports to the planner. Duties include, but are not limited to: processing form applications for the code and planning offices; field and site inspections for the code, assessing and planning departments; preparing and processing reports; supervising staff; assisting the public; word processing and data entry services, and performing additional tasks as assigned by the code enforcement officer, planner and tax assessor.

B. Essential Duties and Responsibilities. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists the code enforcement officer with the permitting process; assists the public with the application process; reviews submitted permit forms for accuracy of information; assists with site inspections and with zoning code interpretations;
2. Assists the assessor with the assessing process; data entry, sketching, form processing, and building inspections;
3. Assists the planner with the planning process; assists the public with the application process, reviews submitted material for accuracy, assembles planning board meeting packets;
4. Manages and directs work assignments for assigned staff;
5. Prepares, receives and reviews various reports, building plans, site plans, permits, documents and forms for the code enforcement, planning and assessing offices and their related boards;
6. Provides customer service to residents with up-to-date information;
7. Performs administrative tasks such as answering phones; taking and receiving messages; making copies; faxing documents; processing mail; operating blueprint machine; operating a computer; and maintaining files.
8. Performs the duties of the CEO on a temporary basis when the CEO is not available or when on leave.

C. Additional Duties and Responsibilities.

1. Cash receipting;
2. Maintains website for department;
3. Reviews and processes building, plumbing and sign permits;
4. Purchases office supplies;
5. Schedules appointments for code enforcement officer and planner;
6. Performs other related duties as required.

D. Essential Training and Experience Required to Perform Essential Functions. Bachelor's degree in a related field, with a minimum of one year's experience in code enforcement and/or assessing/planning or related experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must successfully complete certification courses in: "Legal Issues and Enforcement Techniques (basic level)," "Building Standards (basic level)," "Shoreland Zoning (basic level)" within one year of start of employment. Must successfully complete certification course in "Land Use (basic level)," and state certification as "Local Plumbing Inspector" within two years from the start of employment. Possess computer skills; data entry, knowledge of word processing, and spreadsheets.

E. Minimum Physical and Mental Abilities Required to Perform Essential Functions.

1. Physical Requirements.

a. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, blue-line machine, and telephone;

b. Must be able to move or carry job-related objects or materials;

c. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.;

d. Physical demand requirements are at levels of those for light work.

2. Numerical Aptitude. Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving variables, formulas, square roots, and polynomials; and interpret same as may be appropriate.

3. Language Ability.

a. Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures, and maps;

b. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

4. Interpersonal Communication.

a. Requires the ability to communicate with people to convey or exchange professional information.

5. Environmental Adaptability.

a. Requires the ability to interact with people (i.e., staff, general public and elected officials) beyond giving and/or receiving instructions;

b. Work is performed outside and inside. Outside work is subject to temperature extremes at various times of the year. Work is performed in an environment with numerous undesirable conditions including noise, dust, fumes, and exposure to heights (ladders, etc.). Inside work is normally in an office environment. Headaches, eyestrain, carpal tunnel syndrome, and related occupational hazards associated with computer work reflect most common potential for injury.