



# **TOWN OF KITTERY**

## **Human Resources**

**200 Rogers Road, Kittery, ME 03904**  
**Telephone: 207-475-1332 Fax: 207-439-5407**

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**– OPPORTUNITY –**  
**Code Enforcement Officer**

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The Town of Kittery has an opening for a Code Enforcement Officer. Office hours are Monday through Wednesday from 7:30 a.m. to 4:30 p.m. and Thursdays 8:00 a.m. to 6:00 p.m., or Monday through Friday from 8:30 a.m. to 4:00 p.m., however additional availability may be required for meetings. The standard workweek is thirty-five hours. The pay rate for this non-exempt position is \$40.85 per hour, however up to eight (8) years of prior experience may be applied to pay, longevity and vacation earned, equivalent to up to a 4% increase in base rate and 15 days of vacation. This position is eligible for medical, dental, vision, life insurance, short-term-disability and retirement benefits.

The purpose of this position is to enforce local, state, and federal laws and codes relating to the protection of public health, welfare, and land use. This position reports to the Director of Planning and Development. Essential duties are to administer the development permitting and code enforcement process by reviewing plans and permit applications, inspecting construction projects, and resolving violations of applicable state and local regulations.

### **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.

- Conducts the permitting process including permit review, initial site inspections, permit issuance; performs inspections including septic, plumbing and electrical to issuance of occupancy certificates;
- Consults with the Town Manager, Director of Planning and Development, Town Planner, and other employees, board members, etc. to advise on subjects of mutual concern, both immediate and long-term;
- Responds to citizen inquiries and/or complaints relating to septic, zoning, plumbing, electrical, shorelands and wetlands, and other health and safety matters; investigates and initiates enforcement action where deemed appropriate;
- Provides written findings, advice and information to the zoning Board of Appeals; attends all zoning Board of Appeals meetings; provides advice and information to the Planning Board, Town staff, and other boards and committees, as requested; attends their meetings, as necessary;
- Serves as town health officer, local plumbing inspector, and code enforcement officer;
- Utilizes various machines and equipment in the delivery of service, such as measuring and surveying equipment, camera, and electrical testing equipment;
- Reviews and receives various reports, documents, and forms, including: building plans, site plans, sign permit applications, plot plans, plumbing applications, home occupation applications, zoning board applications, utility forms and various governmental forms;
- Reviews applications to the Kittery Port Authority and Planning Board for zoning compliance;
- Prepares and publishes reports of building and permitting activity;
- Uses online permitting software and serves as the local administrator for the system;
- Maintains clear and well-organized digital and paper records of decisions, permit applications, and violations.

### **Additional Duties and Responsibilities**

- Performs other related duties as required;
- Supervises employees as assigned by the Town Manager.

### **Essential Knowledge, Experience, Skills and Abilities**

- Bachelor's degree in a related field, with a minimum of three-year's experience as a code enforcement officer, inspector, or related experience; or a strong interest in public service and commitment to professional development, with any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position;
- Must possess, or obtain within 12 months of start date, state of Maine certifications in legal issues and enforcement techniques, shoreland zoning, zoning and land use, internal plumbing, external plumbing and building standards and must maintain certifications throughout employment;
- Excellent verbal and writing skills, ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to interact with people (i.e., staff general public and elected officials) beyond giving and /or receiving instructions;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures, and maps;
- Ability to produce reports that are accurate and complete;
- Must possess a valid driver's license.

### **Physical Requirements**

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate equipment, including, but not limited to: automated office machines and equipment, measuring equipment, level, camera, and electrical testing equipment;
- Must be able to move or carry job-related objects or materials;
- Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.;
- Physical demand requirements are at levels of those for light work;
- Must be physically capable of negotiating sites, climbing ladders and climbing construction staging;
- Must be physically capable of lifting 50 pounds;
- In part, work is normally performed outside and 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, scaffolding, etc.).

Please complete the application located on our website at [www.kitteryme.gov](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery  
Attn: Human Resources  
200 Rogers Road, Kittery, ME 03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.