

# **TOWN OF WISCASSET, MAINE**

## **POSITION DESCRIPTION**

**TITLE: CEO/Plumbing and Building Inspector**

**FLSA: Non-Exempt**

**DEPARTMENT: Town Hall**

**DATE REVISED: Jul-23**

**UNION: Support**

### **NATURE OF WORK**

This position is responsible for the administration and enforcement of state and local building, plumbing, sign and land use ordinances. Position also serves a variety of duties dealing with inspection, enforcement and the provision of technical assistance on building and zoning issues. Position serves as the Town Health Officer and Safety Coordinator.

### **SUPERVISION RECEIVED**

Work is performed with considerable independence under the general guidance and direction of the Town Planner.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects a full range of buildings in the process of construction, alteration or repair for compliance with building codes, State regulations and Town ordinances.
- Performs plumbing inspections for a full range of building construction including installation of water service lines, waste/drainage lines, and venting in compliance with the State Plumbing Code and Town ordinances.
- Provides continuous evaluation of construction progress to observe safety procedures and sound construction practices. Issues stop work orders for work commencing without building permits or not in compliance with building codes.
- Provides field and office assistance to the general public, citizens, and consultants with all necessary permitting processes, pre-construction meetings with respect to building code issues; interprets building codes in the field and authorizes alternative methods of construction in compliance with the codes.
- Organizes, prepares and maintains accurate reports and records of inspection activities; writes letters regarding compliance on specific building issues, and completes other written reports and records as needed.

- Serves as Safety Coordinator and develops Town safety policies and programs and performs all recordkeeping.
- Investigates community complaints involving health and life-safety issues; works with state and local agencies to resolves issues.
- Prepares and maintains accurate and concise records and files.
- Must build and maintain positive working relationships with the community, staff, peers and colleagues.

### **PERIPHERAL DUTIES**

- Perform related duties as assigned.
- Reports to Boards and Committees and assists when necessary.
- Assists other Town staff when needed.

### **DESIRED MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE**

High school diploma, or equivalent, certified Maine code enforcement officer. Certified Maine plumbing inspector, certified in Rule (80)k supplemented by at least 2 years experience as a building inspector; or any equivalent combination of experience and training

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Must possess considerable knowledge of town zoning bylaws, codes, ordinances, and statues regarding building, electrical, gas and plumbing workmanship practices safety procedures.

Must possess the ability to read and interpret architectural drawings, site plans, topography and structural drawings with actual construction and interpret codes and resolves field problems offering acceptable alternative solutions.

Must possess the ability to communicate effectively with builders, contractors, and the general public and to establish and maintain effective working relationships with other employees, contractors, and the general public.

### **SPECIAL REQUIREMENTS**

Valid State of Maine Driver's License or ability to obtain one  
Building Inspector and Plumbing or Mechanical Inspector certification.

### **TOOLS AND EQUIPMENT**

Motor vehicle, common hand and power tools, tape measure, phone, calculator, computer, fax, printer and copier

## **PHYSICAL DEMANDS**

*The physical demands 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.*

In order to perform the essential functions of this position, the employee is required to stand, walk, sit, bend, kneel, squat, climb, balance, push, pull, talk, and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to run, crawl, jump, smell and perform any other physical activities associated with the inspection of property and buildings under construction.

Ability to perform work requires good physical condition.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is generally outdoors and in a motor vehicle with some office setting work. The work requires the individual to climb ladders or scaffolding, ranging up to 50 - 60 feet, in order to access and walk on roof tops. A sense of balance is required to walk on 6/12 pitched rooftops. The job requires the ability to access and enter cramped quarters such as crawl spaces located under homes or spaces such as attic areas. Working within the crawl spaces may bring the Building Inspector into contact with reptiles, insects, and/or rodents. While conducting an inspection it may require the incumbent to walk over rough uneven or rocky surfaces, and to jump over trenches and other obstacles. While working in the field the employee is exposed to the elements sun, rain, wind, ice and snow as well as wet and humid conditions and potentially hazardous construction sites or situations. The noise level in the field is usually moderate to loud at times.

Appropriate attire is required.

## **MISCELLANEOUS**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.*

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

Employees must be willing to work flexible schedules to meet the needs of the community.