



Town of Troy Code Enforcement Officer Job Description

Nature of Work: Work involves skilled activities in the inspection and enforcement of building, housing, plumbing, environmental and related codes pursuant to State and Local Zoning and Subdivision Ordinances.

Supervision Received: This is an appointed position. Work is performed under the direction of the Selectmen.

Essential Duties and Responsibilities:

- Inspects construction work of new and existing structures to determine compliance with codes.
- Inspects housing units to insure compliance with minimum standards for safety and health.
- Prepares accurate inspection reports which summarize general conditions.
- Performs site reviews and describes proper corrective action if needed. In most cases, informal hearing is held with owner/contractor to make them aware of problem.
- Maintains active and accurate development plans, indexes and individual case files.
- Shall meet with Planning Board and Selectmen as necessary.

Requirements of Work:

- Knowledge of all types of building construction, materials, methods and stages in construction.
- Knowledge of methods and techniques of inspection and checking plans and blueprint specifications.
- .Considerable knowledge of state and local zoning ordinance provisions and ability to interpret same.
- Utilization of the Manual for Local Code Enforcement Officers. A copy is available at the Town Office.
- Ability to maintain records and prepare reports.
- Ability to recognize codes violations and to take appropriate enforcement action.
- Ability to communicate effectively, orally and in writing, and the ability to follow thru on jobs to their completion.
- Ability to complete difficult inspection work and the ability to work in all types of adverse weather conditions.

- Ability to perform various inspections on a variety of existing and new structures in all stages of construction.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to establish effective working relationships with owners, contractors, tenants, property managers and other Town officials under adverse or strained conditions.

Training and Experience Required: Experience in building construction and inspection work. Considerable knowledge of planning and zoning principles, legal interpretation, methods of construction technical code interpretation.

Necessary Special Requirements:

- If not already, within twelve (12) months, must have successfully obtained State Certification for a Code Enforcement Officer and be recertified every six (6) years.
- Must have a valid State of Maine Motor Vehicle Operator's License and a vehicle for job use.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related condition or handicap, or any other legally protected status.