



CITY OF SOUTH PORTLAND

CODE ENFORCEMENT OFFICER

Division Director Position within the Department of Planning & Development

The City of South Portland, Maine is currently seeking applicants for a full-time Code Enforcement Officer (CEO) to join the City's Planning & Development Department.

The Code Enforcement Officer manages and oversees the Code Enforcement Division of the Planning and Development Department. This position serves as arbiter and administrator of all Code Enforcement actions by the city, oversees all inter- and intra-departmental functions related to Code Enforcement, and all public-facing affairs and communications including representation at the Board of Appeals. These management duties include supervision of all staff in the Code Enforcement Division and oversight of all operations and workflow, up to and including acting as the Building Manager and/or the Department Head if so assigned.

The CEO is primarily responsible for the daily operations of Code Enforcement, including, but not limited to, permitting and inspections; enforcement and administration of zoning, land use and other ordinances, laws, and regulations for the City; and direction and oversight of all Code Enforcement functions for the city. This position includes supervision of building, electrical, plumbing, and health inspectors, code officers, and other administrative employees in the division. The CEO is also responsible for reviewing applications and plans, issuing permits, inspecting properties, investigating and responding to complaints, and preparing and maintaining all records and reports of the activities of the division. The position serves as the division's liaison and coordinator with all other City Departments.

Applicants must be certified as a municipal Code Enforcement Officer and Local Plumbing Inspector by the Maine Department of Economic and Community Development, or have the ability to become certified within 12 months of appointment. Applicants must have six (6) or more years of increasingly responsible experience in code enforcement, community planning and development, or a similar field, including three (3) or more years of managerial and supervisory experience. Experience or training in land use regulations, construction methods, and municipal government is highly preferred. A bachelor's degree from an accredited college or university in a field of study related to public policy or public administration, business management and/or building trades is strongly preferred. Valid State of Maine motor vehicle

operators' license and ability to operate a motor vehicle is required. Applicants should have considerable knowledge of municipal government, land use regulations, shoreland zoning, building standards, construction methods, plumbing and electrical systems, and public health and safety. Applicants must possess strong interpersonal skills, superior oral and written communication skills and be able to interact and communicate regularly with members of the public, city officials, developers and others regarding the activities of the Department. Applicants should demonstrate good judgment and the ability to work well under pressure and to successfully build and manage a team atmosphere.

The City of South Portland offers competitive pay and a robust selection of employee benefits, including an excellent health plan with affordable family coverage, generous matched retirement options, dental, vision, life, income protection, and long term disability insurance options, flexible spending accounts, a full complement of paid time off, and more. The City also offers "payment-in-lieu" of health insurance, tuition reimbursement, an acclaimed wellness program, and professional development opportunities. The City of South Portland is proud of its talented and dedicated workforce and provides employees with inspiring leadership; stability; a positive, family friendly workplace; and the support, encouragement and tools for successful careers. Come join our team dedicated to service excellence!

The successful candidate will be required to complete and pass criminal and personal background checks, and a pre-employment physical and drug screen examination. The City of South Portland is an equal opportunity employer.

Job description available upon request or can be found at: www.southportland.org > Departments > Human Resources > Job Opportunities. Salary range for this position is \$62,615- \$85,625. Applications will be received until Thursday, February 14, 2019 at 4:30pm.

Submit resume with cover letter and/or online application to:

City of South Portland
Karla Giglio, Human Resource Specialist
25 Cottage Road
P.O. Box 9422
South Portland, Maine 04116-9422

Or via E-mail to: apply@southportland.org