



Job Title	Code Enforcement and Facilities Coordinator
Department	Public Works/General Government
Location/Type	Office (50%)/Field (50%), Mon - Fri
Supervisor	Nicholas Nadeau, Town Administrator
Pay Range	\$25+/- per hour, full-time with benefits

JOB SUMMARY

The Code Enforcement and Facilities Coordinator is a full-time position with the Town of Blue Hill tasked with enforcing municipal code and ordinances as well as completing tasks related to the maintenance and operation of town properties. This unique position requires maintaining office hours as well as basic maintenance functions that take place in various locations, including the outdoors.

DUTIES AND RESPONSIBILITIES

- Reviews all plans submitted with permit applications and ensures their compliance with municipal, state, and federal ordinances and regulations.
- Issues permits to approved applicants.
- Performs all required inspections, including plumbing, investigations, and issues violation notices as necessary.
- Responsible for enforcing and the collection of Planning Board/Select Board approved fees relating to building, plumbing, and construction applications, permits, and violations.
- Suggests updates to town ordinances as it relates to code enforcement.
- Provides administrative support to the Planning Board and Board of Appeals.
- Performs repairs and the general maintenance of town properties - not requiring a specialized contractor - including but not limited to painting, trash removal, light snow removal, seasonal park tasks, and other related duties as assigned.

QUALIFICATIONS

- Considerable knowledge of local, state, and federal rules, regulations, ordinances, and laws governing building construction, plumbing installations, zoning and land use.
- Knowledge of planning principles and plan review methods.
- Knowledge of basic maintenance practices.
- Knowledge of basic and some advanced computer functions including email, adobe, and Microsoft OneDrive (cloud based organization).
- The ability to interact with the public in a friendly and helpful manor.
- The ability to show proof of or obtain within 6 months a Licensed Plumbing Inspector (LPI) certification.
- The ability to analyze and interpret complex plans and specifications.
- The ability to maintain records and prepare reports as well as communicate effectively.
- The ability to physically perform light laborious duties relating to the maintenance functions listed previously.

TO APPLY

Please submit a cover letter and resume to nnadeau@bluehillme.gov or mail to the Blue Hill Town Hall ATTN: Nicholas Nadeau, 18 Union St. Blue Hill, Maine 04614. Application reviews will start immediately.