



Town of Farmington

**153 Farmington Falls Road
Farmington, ME 04938**

Position: Code Enforcement Officer/Planning Director
Department: Administration
Classification: Salary S21 (no degree) or Salary S22 (with related degree, BS or higher)
Salary Range: \$62,400 to \$85,280 (no degree), \$68,640 to \$91,520 (with degree)

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical functions in ensuring compliance with The Town's land use ordinances* and State laws administered locally, and by providing leadership in Town's planning efforts.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over Code Office department staff, consisting of a LPI/CEO Assistant, and a Grants/Planning Assistant shared with Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for administrative and technical work (including inspections) involving land, structures, uses, health, and life-safety, to ensure compliance with the Town's ordinances and State laws administered locally, exercising considerable independent judgment and discretion.
- Responsible for ensuring (working with the Town's LPI) compliance with the State Internal Plumbing Rules and Subsurface Wastewater Disposal Rules.
- Responsible to ensure compliance with the following State laws: Title 17 Nuisance laws (including "Dangerous Building"); Title 25 Building Fire Safety laws (including fire protection/prevention and escape/egress); Title 22 Health laws (as Local Health Officer); Title 14 Rental laws; Title 30-A Land Use laws (including "Subdivision" and "Junkyard").
- Responsible for ensuring compliance with the Town's Planning Board, Appeals Board, and Zoning Board Ordinances.
- Promotes compliance with State and federal environmental land-use laws (incl. but not limited to, Site Location law, the Natural Resource Protection Act, and the Clean Waters Act), administered by agencies such as EPA, DEP, IF&W, USACE, DOC, etc.
- Promotes compliance with the NFPA Life-Safety 101 Code (with Fire Rescue Department and FMO), and the National Electrical Code (with SEI).
- Responsible for coordinating and administrating ongoing planning activities and efforts involving the Town's Planning Board, Appeals Board, Zoning Board, Loan Review Board, Comprehensive Plan, Community Development (CDBG) programs, and economic

development projects, as well as preparation of land-use permits for Town projects, and local land-use ordinance drafting, adoption, and implementation.

- Responsible for conducting inspections and issuing permits when required, associated with the above-mentioned Town land-use ordinances and State laws.
- Maintains a liaison with appropriate State and federal agencies (DEP, DECD, FEMA, etc.) and maintains departmental records and reports.
- Inspects projects that are under construction, alteration, or repair for compliance with State laws, Town land-use ordinances and issued permits and/or approvals.
- Provides applicable Town ordinance and State law information and interpretation as requested by individuals, landowners, businesses, lenders, attorneys, insurers, realtors, appraisers, developers, and contractors.
- Reviews applications and plans submitted under Town Ordinances to ensure completeness before passing on to Planning Board, Appeals Board, Zoning Board or Selectmen, or before issuing permits.
- Makes recommendations to appropriate Boards to ensure compliance with applicable requirements, standards, regulations, and codes.
- Investigates complaints of possible ordinance and/or code violations, often involving land-use, structures, and rental property, and initiates appropriate action to ensure compliance if necessary.
- Attends all Planning Board, Board of Appeals, Zoning Board, and Loan Review Board meetings, and Board of Selectmen and special committee meetings as necessary.
- Prepares and maintains records and reports and performs related work as required for CEO activities and responsibilities, as well as Planning Board, Appeals Board, Zoning Board, Loan Review Board, and Community Development Administration.
- Maintains land-use ordinance texts and zoning maps.
- Assists other Town departments with permits, easements, etc. as necessary for land-use activities.
- Assists businesspeople in developing business plans and assembling financial packages, incorporating various funding sources (Town RLF, CEI, CC, SBA, FAME, AVCOG, etc.) to complement bank financing.
- Periodically updates Town data on the status of population, housing, public facilities, employment, economic development needs, and other demographic information for Community Development projects and Comprehensive Plan updates.
- Applies for and secures Small Community Grant Program funds (SCGP) from DEP, when available, to assist property owners in replacing failed septic systems that present environmental and/or health threats.
- Performs wetland delineations, shoreland and floodplain boundary determinations, and wood harvesting (SZ) evaluations.
- Directs and helps low-income and/or elderly residents in need towards obtaining appropriate assistance regarding housing needs (USDA-RD, WMCA, Community Concepts, MSHA (Section 8), etc.).

DESIRED QUALIFICATIONS:

Education and Experience:

- Considerable experience with construction techniques, building methods, public facilities (roads, water, sewers, drainage), grant writing and administration, land-use planning, community/economic development, and financial packaging and analysis.
- Graduation from an accredited high school, supplemented with a two-year vocational program in building construction, structural design, land use, etc., or supplemented by a college degree in a related field or any equivalent combination of training and/or work experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of approved methods and materials used in site work, building construction, remodeling, component (HVAC etc.) installations, wiring, internal plumbing, and subsurface wastewater disposal systems.
- Considerable knowledge of standards and provisions under Town, State, and federal laws, rules, ordinances, codes, standards, and regulations, and the ability to interpret and apply same.
- Considerable knowledge of various grants and programs, under both State and federal agencies, commonly utilized by the Town to address special needs (CDBG, DEP (SCGP), USDA-RD, MSHA, etc.), and skill in successful grant-writing.
- Ability to analyze and interpret construction plans and specifications and apply same while conducting inspections.
- Ability to recognize ordinance, law, and code violations and to take appropriate enforcement action.
- Ability to deal with the public firmly and courteously, often in adverse and stressful situations.
- Ability to communicate effectively both orally and in writing, ability to prepare and maintain accurate records and reports, and ability to effectively supervise support staff.
- Ability to develop and maintain good rapport with contacts at various State and federal agencies (DECD, FMO, DHHS, MDOT, DEP, MSHA, USACE, USDA-RD, etc.).

SPECIAL REQUIREMENTS

Must possess and maintain appropriate certifications and licenses for work performed as Code Enforcement Officer (including, but not limited to, CEO certification).

Must possess a valid motor vehicle operator's license.

Must have physical capabilities to do extensive property (land) and structural inspections often involving difficult terrain and conditions.

TOOLS AND EQUIPMENT USED

Computer, including word processing, spreadsheet and database software; calculator; phone; copy machine; fax machine; measuring devices.

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 accommodation may be

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granted to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet. Noise in the field may be moderate to loud.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*** Town Land-Use ordinances:**

- Automobile Graveyard, Automobile Recycling Business, and Junkyard
- Biosolids and Other Residuals
- Floodplain Management
- Sexually Oriented Business
- Shoreland Zoning
- Sign
- Site Review
- Soil Erosion Control & Storm Water Management
- Subdivision
- Wellhead Protection
- Wireless Telecommunications Facility
- Mass Gathering
- Zoning