



## **Town of Farmington**

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

**Position: Licensed Plumbing Inspector / Code Enforcement Assistant**  
**Department: Administration**  
**Classification: Hourly H11**  
**Salary Range: \$24.50 to \$30.00**

### **GENERAL PURPOSE**

Provides a variety of routine and complex clerical, administrative, and technical work in the administration of the Code Enforcement/Planning Office. Performs residential and commercial construction plan review for surface and subsurface wastewater disposal systems and inspects construction work, including septic systems and plumbing, to ensure conformance with State and Town building and land use codes and ordinances.

### **SUPERVISION RECEIVED**

Works under the supervision of the Code Enforcement/Planning Director.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Processes all land-use applications.
- Schedules and attends all Planning Board meetings.
- Prepares Planning Board agendas, posts notices, places ads, prepares all certified mailings, attends all site walk-overs, and prepares Planning Board minutes.
- Processes all appeals applications, attends all Appeals Board meetings, prepares Appeal Board minutes and prepares Appeal Board facts and findings.
- Interprets and enforces zoning and land use codes and ordinances.
- Conducts plumbing and septic compliance inspections of all approved site plans.
- Reviews detailed building plans submitted with application to determine compliance with plumbing codes and other regulatory requirements.
- Inspects septic and plumbing construction and installation work on new and existing buildings and performs related enforcement.
- Conducts field inspections at different stages of septic and plumbing construction and installation to ensure compliance.
- Issues plumbing and septic permits in a timely manner and collects fees as applicable.
- Ensures accurate and legible records are maintained, including permit applications, permits, fees collected, inspections, notices, and orders issued.
- Prepares correspondence with attorneys.
- Posts public notices and places newspaper ads.
- Assists in the development of ordinances.
- Attends ordinance committee meetings

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- Prepares Ordinance Committee minutes.
- Occasionally accompanies CEO on inspections.
- Processes sign permits and updates database.
- Performs word processing, filing, and coping.
- Prepares CEO's quarterly report.
- Prepares annual FEMA floodplain reports.
- Investigate and follow up on citizen requests for service, complaints, and requests for information.
- Performs related work as required.

## **DESIRED QUALIFICATIONS**

### **Education and Experience:**

- Graduation from high school or GED with additional training in computers, typing, and general office practices;
- Two (2) years of related experience; or
- Any equivalent combination of education and progressively responsible experience.

### **Required Knowledge, Skills and Abilities:**

- Working knowledge of the principles and practices of modern public administration; working knowledge of computers.
- Skill in the operation of listed tools and equipment.
- Ability to effectively meet and work with the public; ability to communicate effectively verbally and in writing.

## **SPECIAL REQUIREMENTS**

Must possess and maintain a valid State of Maine Plumbing Inspector's License.

## **TOOLS AND EQUIPMENT USED**

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

## **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 granted to enable individuals with disabilities to perform the essential functions.

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

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 but may be moderate to loud in the field.

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.