

TOWN OF WINDHAM

Position Title: Zoning and Code Enforcement Coordinator Date: _____
Department: Code Enforcement and Zoning Administration Incumbent: _____
Reports to: Code Enforcement/Zoning Director Supervisor: _____
Classification: Non-Exempt 10 Town Manager: 

General Summary:

This is a responsible and specialized clerical and technical position that provides support to Code Enforcement and Zoning Administration in all aspects of administering the permit review process, including, but not limited to, maintaining department files, statistics, reports and records in accordance with establish procedures. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Code Enforcement Director. Performance is evaluated based on daily observation and results.

Essential Functions:

- Reviews plans, engineering and permit documents, and other pertinent information at the counter in order to verify accuracy and completeness of information: determines permit, plans and processes requirements for prospective applicants; reviews building plans and permit applications for completeness.
- Issues and records plumbing, electrical, and septic permits – subject to review by a Code Enforcement Officer; collects and records fees; and files required reports with the State of Maine.
- Provides information to the public and permit applicants regarding building permit requirements, inspections, and general requirements of the permit process.
- Answers the phone; responds to telephone inquiries regarding the permit process, building codes and other related ordinances and local requirements.
- Assists building inspectors by performing code and records research and compiling data; makes copies of documents, as needed.
- Updates and maintains the Code Enforcement and Zoning Administration web pages on the Town website; updates code enforcement software for website posting.
- Manages junkyard renewal process: sends out applications; schedules inspections; processes applications and payments; sends out notifications and files reports.
- Communicates and corresponds with customers; answer inquiries, performs research concerning properties.
- Schedules appointments; updates calendars; and enters information in code enforcement software.

- Inventories supplies and places orders as needed; prepares purchase orders for appropriate accounts.
- Prepares daily balance for department revenue for the daily cash out.
- Provides administrative support to the Zoning Board of Appeals: prepares for public hearing to include, scheduling hearings, posting of legal notices, identifying and notifying abutting property owners and preparing documents and background materials. Prepare notices of decisions and communications to applicants.
- Provides back-up customer support to both the Assessing and Planning Offices.
- Deals effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of the Code Enforcement and Zoning Administration.

Competencies:

- Working knowledge of general office practices and procedures, laws, rules and regulations governing building and land use;
- familiarity with MS Office, Excel, Outlook and Word programs and specialized code enforcement software;
- excellent oral and written communications skills; and
- the ability to maintain confidentiality and maintain working relationships with employees, department heads, public officials, contractors, and the general public.

Required Education/Experience:

- High school diploma; some college-level courses preferred;
- five (5) years' experience in code enforcement or construction; and
- working knowledge of local ordinances, state and federal laws governing building and land use; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities needed to accomplish the essential functions of the position.

Additional Eligibility Qualifications:

- Maine driver's license, Class C;
- Computer literacy and experience with Microsoft Office products
- Code Enforcement Permit Technician designation.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent operating a computer and standing. Use of hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence. Flexibility of motion – up and down a lot assisting staff and citizens; ability to lift up to 25 pounds is required.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.