Town of Lisbon

Chris Camire, Chair 2027
Nicholas Craig, Vice Chair, 2027
Roger Bickford, 2028
Dale Crafts, 2027
Greg Garnett, 2028
Fern Larochelle, 2026
Charlie Turgeon, 2028

CODE ENFORCEMENT OFFICER

Position Description

Department: Code Enforcement
Reports To: Town Manager or Their Designee
Supervises: Electrical Inspector, Administrative Assistant
FLSA Status: Exempt
Union Status: Non-Union
Pay Grade: I ($67,101 to $81,557, Based on Experience)
Appointment: By Town Manager, Confirmed by Town Council (Annually)
Revised: August 2026

Position Summary

The Code Enforcement Officer (CEO) performs professional, administrative, inspectional, and regulatory work to ensure compliance with applicable federal, state, and local building, plumbing, land use, and shoreland zoning regulations. The position is responsible for permit administration, inspections, code enforcement, development review, and support of municipal planning activities. The CEO also serves as the Local Health Officer (LHO).

The CEO serves as a technical resource to residents, contractors, developers, business owners, boards, and municipal staff regarding building codes, zoning requirements, and land use regulations. Responsibilities include conducting inspections, reviewing development proposals, investigating complaints, administering permits, maintaining regulatory records, and supporting the Planning Board and Board of Appeals.

Work is performed with a high degree of independence and professional judgment under the general direction of the Town Manager or their designee. Performance is evaluated through results achieved, regulatory compliance, project outcomes, and effectiveness in serving the public.

A central core of this position is a proactive, solution-oriented approach to customer service. The CEO serves as an approachable resource and educational partner to Lisbon residents, business owners, developers, and contractors, ensuring public health, safety, and welfare while maintaining clear performance standards for turnaround times, accessibility, and diplomatic code compliance.

Town of Lisbon

Chris Camire, Chair 2027
Nicholas Craig, Vice Chair, 2027
Roger Bickford, 2028
Dale Crafts, 2027
Greg Garnett, 2028
Fern Larochelle, 2026
Charlie Turgeon, 2028

Essential Duties and Responsibilities

The following duties are representative of the work performed and are not intended to be all-inclusive.

Code Enforcement and Inspections

- Conduct inspections of buildings and properties under construction, alteration, repair, occupancy, or demolition to ensure compliance with applicable building, plumbing, zoning, and land use regulations.
- Enforce federal, state, and local codes, ordinances, regulations, and permit conditions.
- Investigate complaints regarding potential code, zoning, building, plumbing, shoreland zoning, floodplain, and land use violations.
- Performs inspections regarding dangerous buildings, property maintenance, life safety codes, and housing sanitation standards with compassion and professional discretion
- Document findings and initiate appropriate corrective or enforcement actions when necessary.
- Coordinate and oversee the work of contracted or appointed inspectors, including electrical inspectors and third-party inspection professionals.
- Monitors site construction and land use activities for compliance with Maine Stornwater Management Law, local MS4 permit requirements, and state erosion and sediment control standards.
- Serves as the Town's Local Health Officer.

Permitting and Plan Review

- Review applications, plans, specifications, and supporting documents for building, plumbing, demolition, and related permits.
- Determine permit eligibility and compliance with applicable regulations.
- Calculate and collect applicable fees and issue permits.
- Review construction plans and development proposals and provide recommendations to ensure compliance with state and local requirements.
- Assist applicants in understanding permitting processes and regulatory requirements.

Planning and Land Use Administration

- Attend and provide technical support to the Planning Board and Board of Appeals.

- Process applications related to variances, conditional use permits, subdivisions, site plans, floodplain development, shoreland zoning, and related land use matters.
- Review plans and proposals and prepare findings, recommendations, reports, and correspondence.
- Assist in the preparation, revision, administration, and interpretation of municipal ordinances and land use regulations.
- Support updates to the Town's Comprehensive Plan and other long-range planning initiatives.
- Coordinate required notices, filings, and documentation associated with planning and zoning matters.
- Maintain records and prepare documents for recording at the Registry of Deeds when required.

Customer Service and Public Engagement

- Solution-Oriented Guidance: Act as a helpful, educational partner to homeowners, small business owners, and contractors, assisting them early in their planning stages to navigate code requirements successfully and avoid costly re-works.
- Collaborative Problem-Solving: Approach compliance constructively and in a non-confrontational manner; work interactively with property owners to find viable, safe solutions that meet code requirements while respecting the applicant’s goals.
- Responsive Communication: Respond promptly, politely, and thoroughly to public inquiries, phone calls, permit applications, and complaints within established municipal response windows.
- Public Education: Clearly explain complex building, zoning, and environmental codes in plain, accessible language rather than legal jargon, helping property owners understand the why behind municipal regulations. Seek meaningful opportunities to engage with and educate the public, residents, applicants, developers, businesses and other stakeholders on matters pertaining to this position.
- Provide guidance and technical information regarding building codes, zoning regulations, permit requirements, and property compliance matters.
- Respond to inquiries from residents, contractors, developers, financial institutions, attorneys, real estate professionals, and other stakeholders in a timely manner.
- Foster positive relationships with the public while ensuring fair and consistent application of regulations.
- Represent the Town in meetings, hearings, and legal proceedings related to enforcement matters.

Chris Camire, Chair 2027
Nicholas Craig, Vice Chair, 2027
Roger Bickford, 2028
Dale Crafts, 2027
Greg Garnett, 2028
Fern Larochelle, 2026
Charlie Turgeon, 2028

Administration and Recordkeeping

- Maintain accurate records, files, permits, inspection reports, enforcement actions, and official correspondence.
- Prepare reports, recommendations, enforcement documentation, and regulatory records.
- Prepare annual department operating budget and present to the Town Manager and Town Council.
- Prepare capital improvement plan projects and present the annual CIP to the Planning Board.
- Utilize municipal software and technology systems to support permitting, inspection, and compliance activities.
- Supervise assigned administrative staff, inspectors, and other personnel as directed.
    - responsibility for assigning work,
    - evaluating performance,
    - recommending hiring and discipline,
    - approving time worked and leave,
    - developing departmental procedures,
    - managing personnel and operations.
- Identify and recommend departmental efficiencies and improved workflows.
- Coordinates with the Fire Chief, Police Chief, Economic and Community Development Director, Planner and other staff or contractors as needed.
- Perform related duties and special projects as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Maine Uniform Building and Energy Code (MUBEC).
- Applicable local, state, and federal building, plumbing, electrical, life safety, zoning, land use, shoreland zoning, and floodplain regulations.
- Municipal planning, development review, and zoning administration principles.
- Construction methods, materials, practices, and inspection techniques.
- Regulatory enforcement procedures and legal processes.
- Public administration and municipal government operations.

Ability to:

- Interpret and apply complex codes, ordinances, regulations, and technical standards.
- Analyze site plans, construction drawings, engineering plans, and development proposals.

- Manage appointments, schedules, calendars, and meetings.
- Effectively manage subordinate staff.
- Exercise sound judgment in inspection, permitting, and enforcement decisions.
- Prepare accurate reports, correspondence, and regulatory documentation.
- Manage multiple projects, priorities, and deadlines simultaneously.
- Build productive working relationships with municipal officials, contractors, developers, residents, and other stakeholders.
- Address challenging situations with professionalism, courtesy, tact, and fairness.
- Utilize standard office software and permitting/inspection management systems.
- Participate in continuous education and maintain applicable certifications.
- Ensure appointment status remains current and in compliance with State and local laws and ordinances.
- Interpersonal & De-escalation: Exceptional interpersonal skills; ability to maintain composure, active listening, and a professional, respectful demeanor during tense or high-conflict enforcement situations.
- Service Mindset & Efficiency: Strong customer-service orientation with a commitment to transparency, helpfulness, and consistently meeting or exceeding turnaround benchmarks.
- Technical Knowledge: Thorough understanding of building codes, construction methods, blueprint reading, and trade practices (carpentry, plumbing, electrical, HVAC).
- Regulatory & Legal Application: Ability to interpret and apply complex municipal ordinances, Maine land use statutes, and environmental rules with firmness, fairness, and impartiality.
- Communication: Clear written and verbal communication skills for preparing easy-to-understand guidance materials, official notices, and public presentations.

Education and Experience

Minimum Qualifications

- Associate's degree in construction management, public administration, planning, engineering technology, building inspection, or a related field and three (3) years of progressively responsible experience in code enforcement, construction, planning, building inspection, or a related field; or
- An equivalent combination of education, training, certifications, and relevant professional experience.
- Demonstrated experience in customer service, conflict resolution, or public-facing regulatory roles.

Preferred Qualifications

- Bachelor's degree in public administration, planning, construction management, engineering technology, or a related field.
- Experience in municipal code enforcement, planning, zoning administration, or building inspection.
- Knowledge of Maine municipal land use laws and planning practices.
- Electrical inspection certification or related credentials.
- Experience appearing before boards, commissions, and courts.

Licenses and Certifications

- State of Maine certification as a Code Enforcement Officer or ability to obtain certification within a timeframe established by the Town.
- Appropriate State of Maine inspection licenses and certifications for inspections performed.
- State of Maine Third-Party Inspector (TPI) certification, as required.
- Certification to represent the municipality in court and enforcement proceedings as required by state law.
- Valid State of Maine driver's license and the ability to maintain insurability under the Town's insurance standards.

Must be certified by the State of Maine Department of Economic and Community Development (DECD) pursuant to 30-A M.R.S.A. § 4451 (or obtain within 12 months of hire as permitted by state law) in:

- General Code Enforcement & Legal Issues
- Maine Uniform Building and Energy Code (MUBEC) / Building Standards
- Internal Plumbing & Subsurface Wastewater (Local Plumbing Inspector - LPI)
- Electrical Code Standards (NEC)
- Shoreland Zoning
- Life Safety Code & Property Maintenance Standards

Working Conditions and Physical Requirements

- Work is performed in both office and field environments.
- Regular travel throughout the community to conduct inspections and site visits.
- Requires walking on uneven terrain, climbing stairs and ladders, and accessing active construction sites.

- May be exposed to varying weather conditions, construction hazards, dust, noise, and other environmental factors.
- Requires sufficient mobility, vision, hearing, and manual dexterity to perform inspections and operate standard office equipment.
- Must report any occupational hazard or injury to the Town Manager or their designee as soon as possible, and no later than 24 hours.

Disclaimer

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. The Town reserves the right to modify, interpret, or revise this job description and/or organizational structure as operational needs require.

Employee Acknowledgment

I have reviewed and understand the responsibilities, requirements, and expectations of this position. I understand that this job description does not constitute an employment contract and is not intended to alter the employment relationship between the Town and the employee.

Employee Signature: _____ **Date:** _____

Employee Name (Printed): _____

Supervisor Signature: _____ **Date:** _____

Town Manager: _____ **Date:** _____