

The City of Auburn

Code Enforcement Officer/Planning/ Assessing

The City of Auburn is seeking to fill the position of **Code Enforcement Officer/Planning/Assessing**, who is a self-directed, community minded person to work as a member of Auburn's Public Services Team. This fulltime CCO position will support the functions of the Planning and Permitting Department and the Assessing Department. The CCO is responsible for property, building and other code inspections and reviews for planning, permitting and assessing; enters permit information into the City's permit and data tracking software; researches codes, statutes, regulations and ordinances to solve problems; assists property owners, developers and contractors with applicable code requirements and provides technical assistance regarding code compliance, answers questions from the public; covers the customer service counter for Planning and Permitting, Assessing, Economic Development and Engineering Departments and reviews permit applications including land use, building, and plumbing. Approximately 75% of the CCO's time will be spent in code compliance and 25% on assessing functions, and other tasks requested from Administration.

The successful candidate must be dependable, have good written and verbal communication skills, excellent customer service and be available to work flexible hours for support if needed. Must have knowledge of Maine land use laws, Shoreland Zoning, MUBEC Codes, 80K and property assessing methodology. The CCO is expected to have, or be able to obtain within a reasonable time, knowledge of City ordinances and all necessary State Certifications to perform the duties of this position. A construction, plumbing and assessing background is a plus. Candidates should also have the following additional attributes: proficient in the use of software applications with Microsoft Office, Word, Excel, Access and PowerPoint with strong attention to detail and accuracy. Candidate must have effective time management skills; have the ability to meet deadlines; good follow-through; have problem resolution skills; good customer service skills and have the ability to consistently deliver a professional approach to working with customers and must have the ability to work independently.

Salary is dependent upon experience and qualifications. The City of Auburn provides a competitive fringe benefits package. To apply, please submit a cover letter, resume and references to:

Deborah Grimmig, Human Resources Department, 60 Court Street, Auburn, ME 04210, Tel (207) 333-6601 x 1414. Email is dgrimmig@auburnmaine.gov Website is www.auburnmaine.gov

Applications will be accepted until position is filled.

The City of Auburn is an Equal Opportunity Employer.