

Town of Carrabassett Valley Position Opening Code Enforcement/ Tax Assessor's Position

The Town of Carrabassett Valley, home to Sugarloaf Mountain Resort, is seeking applications for a full-time Code Enforcement Officer/Tax Assessor.

Preferential treatment will be given to applicants with experience and state certification in both code enforcement and tax assessment. However, individuals without certification, or those lacking experience in either field, are still strongly encouraged to apply.

The Town Code Enforcement Officer (CEO) is responsible for both the administrative and technical work associated with building, plumbing, life-safety, and other inspections. The CEO must adhere to current town and state codes and town land use regulations. In addition, the successful candidate will be the administrator for the Planning Board and will work with, and provide information to, local property owners, developers, builders, engineers and other professionals.

The Town Assessor is responsible for the valuation and assessment of all real and personal property in Carrabassett Valley.

The successful candidate must either possess or obtain State Certifications for Code Enforcement, Plumbing Inspection and Building Inspection (MUBEC), Assessor's Certification within one year of the start of employment.

The successful candidate will start employment on or about September 1st, 2018 working with the current Code Enforcement Officer (CEO). He/She will assume official duties as CEO on January 1st, 2019. The successful candidate will work with the current Assessor until June 30th, 2019 and will assume official duties as Assessor on July 1st, 2019. Salary will be based on the qualifications of the successful candidate and salary will advance as certifications are obtained.

The Town offers an attractive compensation and benefit package. Base compensation for the Code Enforcement Officer/Tax Assessor position is \$52,600. Total possible compensation, dependent on certifications obtained, is \$64,680.

An information packet including job description and compensation information is available at the Town Office or on the Town's Website (www.carrabassettvalley.org). **All applications must be received no later than 4:00 p.m. June 14th, 2018.** Please drop off, email (towncvtm@roadrunner.com) or mail resume' to: Town Office, 1001 Carriage Road, Carrabassett Valley, Maine 04947 Attn: CEO/Tax Assessor Position. Questions and inquiries may be directed to the Town Manager at the Town Office at 235-2645.

The Town of Carrabassett Valley is an Equal Opportunity Employer

TOWN OF CARRABASSETT VALLEY
CODE ENFORCEMENT OFFICER (CEO) / LOCAL PLUMBING INSPECTOR (LPI)
Job Description

General Statement of Duties:

- Performs responsible administration and technical work in carrying out building, plumbing, life safety and other inspections and in securing compliance with code and land use regulations.
- Municipal Ordinances enforced by CEO/LPI: Zoning Ordinance of the Town of Carrabassett Valley, Shoreland Zoning, Floodplain Management, Site Plan Review, Subdivision, Private Road Design, Maine Uniform Building and Energy Code (MUBEC). Also, enforces State Plumbing Code.
- Is the Administrative Assistant to the Planning Board and Zoning Board of Appeals.
- Works under the general direction of the Town Manager.

Essential Job Functions:

- Reviews building and plumbing plans for compliance and makes recommendations where appropriate to ensure compliance with codes and issues permits.
- Reviews development applications and provides technical assistance to property owners, developers, builders, surveyors, engineers, other professionals, and the public to ensure conformance with prudent planning practice, town and state laws, ordinances and regulations.
- Provides ordinance information as requested by banks, lawyers, realtors, developers and individuals.
- Coordinates with other municipal, regional, state and private agencies and personnel to review specifics of plans, plats, ordinances and regulations.
- Inspects buildings which are under construction, alteration or repair for compliance with requirements as prescribed by the municipal ordinances and M.R.S.A. 313 ss 251 et. Seq.
- Investigates and documents complaints of possible code violations, including building, electrical, plumbing, sanitation, and zoning; and initiates appropriate action to ensure compliance as necessary.

- Prepares agendas and backup information, attends meetings, and advises the Planning Board and the Zoning Board of Appeals.
- Works with the Planning Board on amendments to the Zoning Ordinance and other Town Land Use Ordinances
- Assists other town departments with information and interdepartmental operation related to the Code Enforcement Office.
- Monitors and prepares plumbing reports for payment to the state.
- Prepares and maintains departmental records and reports.
- Prepares an annual report of the Code Enforcement activities
- Works with the Town Manager to prepare and monitor the annual Code Enforcement office budget.
- Prepares a variety of written communications, including reports, correspondence, and public notices.
- Meets with the public, committees, boards and commissions in the town to discuss disputes or problems, and work with abutters, attorneys, developers, and others to resolve specific issues.
- Performs other tasks as assigned by Town Manager.

Requirements of Work:

- Considerable knowledge of approved methods and material used in building construction and plumbing repair and installations.
- Considerable knowledge of local, state, and federal rules governing plumbing, construction, use and occupancy; and ability to interpret same.
- Considerable knowledge of State and Town land use ordinance provisions and ability to interpret same.
- Ability to analyze and interpret construction plans and specifications.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to organize and maintain comprehensive records of actions taken, permits requested, and prepare reports as required.
- Ability to recognize code violations and take appropriate enforcement action, including the ability to work effectively with other town officials and coordinate enforcement actions.
- Ability to communicate effectively; both orally and in writing.
- Ability to maintain confidentiality.

- Ability to work effectively with applicants, board members, town manager, other department heads, town employees, and the general public.

Qualifications:

- Experience in the construction industry preferred or as a licensed electrician or plumber and or equivalent education including a two-year design, and/or a college degree in a related fields; and /or any equivalent combination of training and experience.
- Must possess, or obtain within 12 months, the required State CEO/LPI and Building Inspection (MUBEC) Certifications.
- Possess any other appropriate inspection licenses for direct inspections work performed.
- Reliable transportation and valid class C driver's license.
- Ability to use common office software.

Supervision Received:

- Work is performed under the general supervision of the Town Manager while exercising individual and independent judgement and discretion within a framework of regulations, ordinances and policies.

Working Conditions/Physical Demands:

- In addition to office work related to the above job duties; frequent periods are spent in non-office environments, including construction sites and involve standing, walking, climbing and bending. Work will involve travel to job sites, and other work related activities. In addition, attendance at evening meetings is required.

TOWN of Carrabassett Valley

Tax Assessor's Job Description

GENERAL PURPOSE

Performs responsible work involving the assessment of real and personal property using established appraisal methods as defined by State Law.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Manager with considerable latitude for making independent judgments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects and appraises all categories of commercial, industrial, residential and personal property on an ongoing basis.
- Prepares *Town Valuation Listing* according to State Law.
- Keeps real estate records up to date by appraising new buildings and reappraising buildings with improvements or depreciating conditions.
- Records property transfers received from the State of Maine on an ongoing basis.
- Keeps abreast of the economic conditions and real estate market trends within the Town and surrounding area and makes changes to valuation assessments to keep up to date with present conditions.
- Selects and applies any combination of appraisal techniques necessary to accurately and defensibly determine property values.
- Performs on-site inspection of personal property as necessary and annually receives and reviews personal property information and assesses appropriateness of depreciation schedules used for tax assessment purposes.
- Responds to inquiries from the public regarding valuation appraisal, methods and procedures.
- Coordinates appraisal reviews and appeals before the Board of Assessment Review.
- Performs related work as required.

OTHER RELATED DUTIES:

- Maintains Town tax maps with lot splits, corrections to boundary lines, road names, etc.
- Completes the annual Town Tax Commitment.
- 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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; supplemented with college training in civil engineering or building construction and assessment administration; or a combination of schooling and equivalent experience.
- (B) Experience as a property appraiser desired but not required; must have or obtain be Certified by the State as a Certified Maine Assessor within twelve months of being hired.

Necessary Knowledge, Skills and Abilities to either possess or be able to acquire within twelve months of being hired:

- (A) Knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; Considerable knowledge of building, zoning and construction codes; knowledge of practices relative to property appraisal. Working Knowledge of TRIO Assessing Software.
- B) Ability to read, understand and apply appraisal techniques; Working knowledge of computer programs such as spreadsheets, word processor and data bases. Ability to read and understand legal descriptions and appraisal manuals; ability to accurately appraise real and personal property; Ability to communicate effectively verbally and in writing; Ability to work in inclement weather; Ability to establish successful working relationships.

SPECIAL REQUIREMENTS

- Must possess a State Assessor's Certification or obtain one within one year of the start of employment with the Town.
- Valid state driver's license