

**TOWN OF HOULTON
CODE ENFORCEMENT VACANCY**

The Town of Houlton is seeking a Code Enforcement Officer/Health Officer/E911 Addressing Officer capable of working within a team environment as well as individually. This position involves interaction with the public both in the office and in the field. The Code Enforcement Officer is responsible for assisting in the issuing of permits, inspections, maintaining records, reviewing plans, interpreting plans and related documents, investigating complaints, answering inquiries by phone or in person, and providing staff support to boards and committees.

This position is also responsible for enforcing municipal and state codes, ordinances, and regulations; including the Maine State Plumbing Code and the Maine Uniform Building and Energy Code (MUBEC) by performing building, plumbing, housing, safety, fire prevention and zoning inspections for the Town. This position is the authorized Building Inspector, Plumbing Inspector, Shoreland Zoning Officer, and Land Use Regulator.

The successful candidate will have proven communication skills; considerable knowledge, training, and experience in the building and construction trades; proficient computer skills, and a valid driver's license. State certification in Code Enforcement, Local Plumbing, and MUBEC is required within one year of hire date. The salary range is \$ 50,000 to \$58,500 annually. The pay based on qualifications. The Town of Houlton offers an excellent benefit package including options for health, dental and/or life insurances, short-term disability, Maine State retirement, paid vacations, sick time, and 12 paid holidays.

TO APPLY: Submit a Town of Houlton employment application, cover letter, and resume to:

Marian L. Anderson

Town Manager

21 Water Street

Houlton, ME 04730

Town.manager@houlton-maine.com

Employment applications are required from all applicants and are available, along with the job description, at the Town Office, 21 Water Street, Houlton, or at houlton-maine.com.

Applications will be reviewed as received and the position will remain open until a suitable candidate is found.