



*Bustins Island Village Corporation*  
*Established 1913*

**BOARD OF OVERSEERS**

Approved: May 26, 2013  
Version: 1.0

**Code Enforcement Officer Job Description**

I. Function

ENFORCES and ADMINISTERS the Bustins Island Zoning Ordinance, and the State of Maine Plumbing and Electrical Ordinances, to ensure that applicants' building and use permits conform to the above ordinances. The CEO is appointed annually by the Board of Overseers.

II. Duties

A. Permits

1. RECEIVES applications and COLLECTS appropriate fees for building or use permits on a permit form with appropriate sketches, blueprints, diagrams and other pertinent information.
2. REVIEWS applications for permits for completeness and conformance to applicable ordinances.
3. ATTENDS hearings for Conditional Use Permits and other matters as requested by the Planning Board or Board of Overseers and reports to those boards on the proceedings.
4. NOTIFIES applicants in writing within 15 days that:
  - a. Applications are approved or denied
  - b. Permits are issued or denied and reasons given for denial.
  - c. Action is necessary to correct non-conformance issues.
5. If permit application is approved, promptly forwards fee to the BIVC treasurer. If the application is denied, promptly returns the fee to the applicant.
6. If permit application is denied because further Planning Board action is required, promptly forwards the application to the Planning Board Chairman.
7. ORDERS persons violating ordinances to discontinue illegal use of land, buildings or structures.
8. TAKES any other action authorized by zoning ordinances and building codes to insure compliance with or to prevent violation of provisions of ordinances and codes.
9. Notifies Planning Board of all violations.
10. REFERS applications for permits which require variances, conditional use permits or any other unusual condition to the Planning Board or the Zoning Board of Appeals for further action.

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11. MAKES periodic on-site inspections of construction to insure compliance to applicable ordinances and codes.

## B. Other

1. MAINTAINS all necessary records of building, septic, and occupancy permits, correspondence, ordinances, etc. to conform to the Bustins Island Zoning Ordinance and for future reference.
2. ATTENDS meetings of the Planning Board, Zoning Board of Appeals, and Board of Overseers, as requested by said boards, to supply information.

## III. Qualifications

1. Has the necessary knowledge and/or experience to be certified as Code Enforcement Officer by the State of Maine and to receive such current certification.
2. Is tactful and diplomatic in dealing with applicants, members of various boards, islanders, etc. in handling complaints, explaining technical information, etc.
3. Is discreet when information is of a confidential nature and should be discussed solely with the applicants and/or members of the Planning Board.
4. Needs supervision only for extraordinary problems.