

Town of Farmington Code Enforcement Assistant

The Town of Farmington is seeking a full-time Code Enforcement Assistant to work under the supervision of the Code Enforcement Officer/Planning Director. This position involves a variety of clerical and administrative duties. Responsibilities include, but are not limited to: Providing land use ordinance information on request; receiving, checking, and distributing completed application packages for Planning Board and Appeals Board review; attending evening meetings and site walk-overs; writing minutes and various forms of notifications and correspondence; assisting in ordinance development; witnessing CEO inspections; processing sign permits; preparing annual FEMA and other reports; and in-taking and forwarding citizen complaints and requests for service and information. Experiential Requirements: High School Graduate or GED; two years of related experience or any equivalent combination of education; the ability to work effectively with the public; proficient written and oral communication skills; experience in Microsoft Word, Excel, and Trio. Competitive wages and benefits are provided, including health insurance and retirement plan.

Please send cover letter and resume by August 24, 2018 to: J. Stevens Kaiser, Code Enforcement Officer, Town of Farmington, 153 Farmington Falls Road, Farmington, ME 04938. The position will remain open until filled.

The Town of Farmington is an Equal Opportunity Employer.