

ZONING CODE ENFORCEMENT OFFICER

GOFFSTOWN, NH

Position Purpose:

Responsible for administering and enforcing town zoning ordinances and regulations. Also, provides backup for the Building Inspector, interpreting and enforcing building codes. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below 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.)

- Communicates zoning regulation(s) to the general public.
- Prepares recommendations for Zoning Board of Adjustment (ZBA) applications.
- Attends ZBA meetings and various committee meetings.
- Enforces Town codes, regulations and ordinances and applicable State regulations. Investigates complaints regarding possible Town ordinance and code violations. Determines and participates in action to be taken against violators, including issuing violations where non-compliance is discovered.
- Enforces violations and prepares for court cases and attends court as necessary.
- Protects the integrity of the Zoning Ordinance.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma, Associates Degree desirable; four years' experience in code enforcement or related field; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Knowledge of relevant town subdivision regulations, site plan review regulations, adopted zoning ordinances and appropriate state regulations relating to planning and zoning activities. Knowledge of town geography. Knowledge of legal processes and legal terminology and knowledge of building processes.

Ability: Ability to establish and maintain working relationships with organizations, departments and officials. Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to operate standard office equipment and a motor vehicle. Ability to understand complex documents and respond to sensitive inquiries or complaints. Ability to read and understand development plans and investigate zoning violations.

Skill: Excellent written and verbal communication skills. Proficient interpersonal and problem-solving skills. Report writing skills. Excellent organizational skills. Basic skill in the use of computers and applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Stoops, kneels, crouches, and/or crawls. Regularly required to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Work is performed under the direction of the Town Administrator.

Supervision Given: None.

Job Environment:

- Work is performed under varying conditions; spends a significant portion of work hours outdoors, exposed to various weather conditions; may work in high precarious places or be exposed to risks related to working near moving mechanical parts. Noise is moderate to loud.
- Operates automobile, computer, camera, telephone, facsimile machine, copier and other standard office equipment.
- Employee has frequent contact with the general public, town departments, town officials, contractors, architects and engineers. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in injury to the employee or others, delays or loss in service, damages to buildings or equipment and legal or financial repercussions for the Town.

(This 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.)