



JOB TITLE: Zoning Enforcement Officer

STATUS: Part-time

SALARY: Stipend

Town of Rindge, NH – Zoning Enforcement Officer

The Town of Rindge is seeking a detail-oriented, professional, and community-focused **Zoning Enforcement Officer** to join our team.

This part-time position (hourly; approx. 10–15 hours/week) is responsible for interpreting and enforcing the Town of Rindge Zoning Ordinance and ensuring land use activities align with local and state regulations. The Zoning Enforcement Officer conducts site inspections, works with the public to clarify zoning requirements, and collaborates with the Selectboard, Planning Board, Zoning Board of Adjustment, and Town Counsel on compliance matters.

Key Responsibilities Include:

- Conducting site inspections to assess zoning compliance
- Communicating zoning regulations to residents, developers, and business owners
- Preparing violation notices and, when necessary, working with legal counsel on enforcement
- Supporting the Planning Board with zoning amendments
- Issuing sign permits and monitoring development in floodplain areas
- Attending relevant board meetings and maintaining accurate records

Preferred Qualifications:

- Experience in zoning enforcement, code compliance, or a related field (e.g., planning, building inspection, construction, engineering)
- Familiarity with municipal government operations and land use regulations
- Strong interpersonal and communication skills
- Ability to interpret and apply local and state zoning laws
- Must have a valid driver's license and reliable transportation for site visits

To Apply:

Please submit a resume to:

Town Administrator

Town of Rindge

30 Payson Hill Road

Rindge, NH 03461

Email: Townadmin@rindgenh.gov

Subject: Zoning Enforcement Officer Position

Applications will be accepted until the position is filled.