



JOB TITLE: Zoning Enforcement Officer

STATUS: Part-time

SALARY: Stipend

GENERAL DESCRIPTION

The Zoning Enforcement Officer is responsible for interpreting and enforcing the Town of Rindge Zoning Ordinance. The employee works under the general direction of the Town Administrator and Board of Selectmen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs onsite inspections to determine compliance with the Zoning Ordinance.
- Assists the public in understanding the Town of Rindge Zoning Ordinance.
- Prepares necessary zoning violation letters to be sent to property and business owners.
- Works with Town Counsel to prepare and issue necessary Cease and Desist notices, with the Board of Selectmen's approval.
- Meets and works with the Land Use Boards as necessary.
- Maintains knowledge of current pertinent legislation and relays that information to applicable Boards and Staff.
- Works with the Planning Board during the zoning amendment process.
- Prepares and administers the Zoning (Code Enforcement) Budget in conjunction with the Town Administrator.
- Ensures that developers intending to work in a floodplain file the proper permits with FEMA.
- Prepares violations of Town and State Ordinance cases for District Court. Assists Town counsel in legal proceedings concerning Zoning and Land Use enforcement, including testifying in court.
- Provides the Board of Selectmen with timely Zoning Enforcement Department updates and attends Department Head meetings, building permit review meetings, and Zoning Board Meetings when necessary.
- Reviews and issues sign permit applications.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other similar or related work as required, directed, or as the situation dictates.
- Promotes and maintains positive community relations.
- Provides own vehicle for transportation for site visits.
- Holds office hours.

Desired minimum qualifications

Zoning experience, or related field, with sufficient background to understand the principles relevant to the major duties of the position. Previous experience in a similar or adjacent capacity (building, engineering, construction management, etc.) and strong knowledge of all aspects of construction, ranging from single-family to commercial/industrial and institutional uses. Experience in business or municipal government preferred. An equivalent combination of education and experience may be considered.



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Physical Requirements:

Frequent periods spent standing, walking, climbing, and bending.

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 essential functions.

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.*