**Position Title:** Zoning Compliance Officer

**Department:** Building

**Personnel Bylaw:** M1

**Statement of Duties**

Serves as the Code Compliance Officer for the Town. Provides enforcement of the Harwich Zoning Bylaws. Also serves as the ADA Compliance Officer for the Town in enforcement and implementation of the Americans with Disabilities Act and Massachusetts Architectural Access Board Regulations.

**Essential Functions**

*The essential functions or duties listed below are intended only* as *illustration* 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 work is similar, related, or* a *logical assignment to the position.*

1. Interprets zoning bylaw to builders, contractors, developers, architects and others and advises them on proper procedures to follow.
2. Reviews site plan and special permit applications to confirm complete submission.
3. Reviews building permit applications for zoning compliance.
4. Makes on-site inspections of projects that received special permits from the Planning Board and the Zoning Board of Appeals to assure compliance with conditions of approval.
5. Investigates complaints related to zoning compliance or special permit compliance.
6. Enforces zoning laws through proper enforcement actions.
7. Directly corresponds with and appears on as need bases before the Zoning Board of Appeals.
8. Provides day to day support to the Zoning Board of Appeals through technical assistance.
9. Review all sign permit applications and confirm compliance prior to issuing permit.
10. Identifies areas of nonconformance throughout the Town and assists in the development of remedial plans and bylaws.
11. Prepare annual reports that summarize the Planning Board and ZBA project approvals.
12. May perform other related duties of the class, as required.

**Supervision**

Works under the general director of the Building Commissioner. Works independently in accordance with municipal polices and objectives; questions are referred to the supervisor only when clarification of policies and priorities is needed; assumes direct accountability for results. Complex and technical duties require the exercise of considerable judgement in the application and interpretation of the Town zoning bylaw, ADA, AAB, and other statutes and regulations.

**Recommended Minimum Qualifications**

**Education and Experience**

A candidate for this class of position should have an Associate Degree from an accredited institution in construction or design of buildings, planning or related field. Three to five years of experience in inspectional or compliance related work, preferably in local or regional government; or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

* Considerable knowledge of municipal zoning bylaws;
* Experience working with the public and construction professionals;
* Knowledge of legal procedures relating to enforcement of applicable codes;
* Ability to read, understand and interpret technical documents, such as: blueprints, plans and technical specifications;
* Ability to make on-site inspections of construction, renovations and alterations and make judgments on compliance/non-compliance with applicable codes;
* Must be highly organized, able to work independently and to interact effectively with other officials, agencies and employees;
* Ability to communicate effectively with others, both orally and in writing, and
* Skill in using tact and diplomacy in dealing with others.

**Certifications and Licenses**

Must have a valid Class D Massachusetts motor vehicle operator’s license.

**Tools and Equipment Used**

Equipment operated includes Computers, software, photography equipment, measuring instruments, calculator, vehicle and other general office equipment.

**Physical Demands**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 25 pounds. Frequent Iight-to-moderate physical effort required while performing fieldwork; access all levels of a construction site and traverse rough or uneven terrain; must be able to distinguish colors and judge distance and spatial relationships.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves a great deal of travel within the community, where the Incumbent is expected to visit construction sites, tread over rough terrain and in unfinished buildings and structures for inspection purposes. Safety hazards exist, especially in unfinished structures, and precautions must be taken. Inspection takes place in all types of weather.

|  |
| --- |
| **External and Internal applicants, as well as position incumbents who become disabled as defined under the American with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.** |