



Full Time Zoning Official (Anticipated)
Building Department
JOB POSTING –September 21, 2022 - October 05, 2022

Position Summary:

Under the direction of the building commissioner and working closely with other department staff, conducts field inspections to ensure compliance with zoning regulations and applicable laws. Applies appropriate enforcement actions to ensure compliance.

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.)

- Responds to complaints related to the appropriate use of land within the city
- Conducts field inspections of alleged complaints, identifies non-compliant conditions, and initiates corrective actions
- Inspects for compliance with special permits issued by the city council, planning board, license board, or other local authority.
- Represents the city and testifies in court for zoning related matters
- Provides zoning verification information upon request
- Works through challenging and sensitive issues; develops solutions to resolve conflicts.
- Cooperates, assists, and communicates timely, accurately, and effectively with all departments, maintaining a positive environment and positive communications with fellow employees and the public to achieve mutual goals.
- Functions as zoning compliance officer under the direction of the building commissioner as defined in M.G.L. 40A to enforce all local zoning ordinances within Appendix A.
- Writes detailed reports, emails, and other correspondence

Recommended Minimum Qualifications:

Education, Certification and Experience:

Bachelor's Degree in a field related to building construction, land use, or planning. Certified Code Enforcement Officer (CCEO) or ability to become certified within the first year of employment.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of M.G.L. Chapter 40A zoning and land use.

Ability: Read plans of construction projects, blueprints, organize and schedule inspections, assess conditions and determine proper course of action, deal effectively and diplomatically with the public, consultants, officials, department heads and other constituencies.

Skill: Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software.

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.

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reaches with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. Employees may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.



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Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the building commissioner and assistant building commissioner.

Supervision Given: None

Job Environment:

▪General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, and operates telephone, computer, and standard office machines.

▪Makes frequent contact with municipal representatives, businesses, property owners, and other city employees. Contacts are in person, by phone, email, and remote meetings.

▪Has access to department-related confidential and/or sensitive information.

▪Errors could result in delay or loss of services, personal injury to self and/or others, and significant monetary loss and/or legal repercussions.

Special Requirements:

Must possess and maintain a valid license to operate a motor vehicle. Employees are reimbursed for use of a personal vehicle.

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.

Hours: Full Time, 35 hours per week, Monday-Friday, normally 8:30 a.m. to 4:30 p.m.

Pay rate: \$47,930 - \$63,387 per year (PSA Grade 8)

Employee Benefits: Health, Dental, Life Insurance, Vision and Flexible Spending Account (FSA)

**Eligible for \$2,500 bonus.*

Reports to: Building Commissioner

City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.