



## JOB DESCRIPTION

### HUDSON, NH FIRE DEPARTMENT

**Job Description:**        **JOB-27**  
**Subject:**                **Zoning Administrator**

<b>Initiated By:</b> <b>Robert M. Buxton, Fire Chief</b>	<b>Revision Number:</b> <b>NEW</b>
<b>Approved By:</b> <b>Robert M. Buxton, Fire Chief</b>	<b>Revision Date:</b> <b>NEW</b>
<b>Approval Date:</b> <b>8/21/2014</b>	<b>Review Frequency:</b> <b>As Needed - Green</b>

#### JOB SUMMARY:

Interprets and enforces zoning regulations and ordinances to ensure the safety of life and property and compliance with codes and ordinances adopted by the Town. Assists the general public with land use regulations. Also serves as the Code Enforcement Officer for the Town.

#### SUPERVISION RECEIVED:

Performs assigned functions independently under the general supervision of the Deputy Fire Chief assigned to the Inspectional Services Division.

#### SUPERVISION EXERCISED:

May exercise some supervision over support staff.

#### EXAMPLE OF DUTIES:

*(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

1. Responsible for interpreting codes and ordinances adopted by the Town relating to zoning, building and housing. Explains and assists the public in understanding Town ordinances and procedures.
2. Conducts inspections to ensure that all State and local laws and regulations are adhered to in relation to zoning, building, and planning, takes action as required to correct violations. Routinely patrols the Town to view potential zoning and code violations.
3. Provides technical assistance to the Zoning Board of Adjustment and Planning Board. Works with the Zoning Board of Adjustment in overall coordination of the Zoning activities of the Town. Attends Zoning Board of Adjustment meetings.

4. Performs on site field inspections and investigations to determine compliance with land use and zoning ordinances. Issues violation notices where non-compliance is discovered and advises the Board of Selectmen of any orders and subsequent action.
5. Determines action to be taken against violating sources. Prepares reports, recommendations, and actions. Determines applicability of statutes, codes and regulations. Authorizes issuance of citations or directives for compliance.
6. Maintains accurate records of field inspections, reports, meeting results and correspondence relating to enforcement issues.
7. Participates in legal action against violators. Schedules and conducts hearings. Testifies as an expert witness in court. Reviews and evaluates prepared drafts of legal cases.
8. Studies new materials , regulatory requirements, methods, etc. in order to determine applicability and conformance with Town standards; prepares new legislation and ordinances in order to be consistent with current developments in zoning enforcement and land use.
9. Maintains current knowledge of Town Ordinances, as well as state laws relative to zoning and land use.
10. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Thorough knowledge of State laws and Town ordinances, regulations, policies and procedures pertaining to zoning and code enforcement.
2. Ability to read site plans, and tax maps, ability to plan and exercise judgment in resolving new or changing problems, ability to formulate decisions and maintain records of the department's operations; ability to prepare comprehensive studies, analyze problems, prepare and present technical and statistical reports, and formulate recommendations; ability to negotiate and resolve disputes effectively; ability to communicate effectively, both orally and in writing.
3. Ability to explain and instruct the general public, employees and other Town officials regarding zoning ordinances and code enforcement requirements.
4. Ability to establish and maintain effective working relationships with Town and regulatory officials, departmental employees and the general public.
5. Must be computer literate, experience using GIS preferred.

**MINIMUM QUALIFICATIONS REQUIRED:**

1. Bachelor's degree in Business Administration, Architecture, Engineering, or related field plus five years experience in the zoning, code enforcement, engineering, construction, building or related fields; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
2. Must possess a valid driver's license.
3. Must have a good working knowledge of computers. At a minimum must be proficient with Microsoft Office, including Excel and Word. Must have a working knowledge of GIS systems.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:**

Considerable physical effort required in walking, standing and climbing while performing inspections and investigations. Work is performed under varied conditions, involving some disagreeable factors, such as climatic conditions, dirt and dust, uneven terrain, and exposure to normal construction hazards while reviewing projects under construction.

**REQUEST FOR WAIVER:**

A request for waiver from a specified job requirement or qualification within this General Order will be considered when the following is submitted, in writing, as part of the application package:

1. A letter detailing which requirement or qualification the applicant is requesting a waiver for.
2. State the reason(s) why the waiver is being requested.