

TOWN OF CHARLESTOWN  
**Zoning & Code Enforcement Officer**

The Town of Charlestown Building Department is currently seeking qualified applicants for the part-time position of Zoning & Code Enforcement Officer. Under the general supervision of the Building/Zoning Official the Zoning & Code Enforcement Officer performs technical duties related to enforcement of the Town's Zoning Ordinance, Town Code and applicable State regulations. Qualified applicants must have a high school diploma and a valid driver's license. Degree or certification in a field related to zoning, planning, building construction or design; three years of experience in building, zoning or planning; or any equivalent combination of education, experience, or training for the essential duties of the position will be considered. EOE

Job Description and application available at [www.charlestownri.org](http://www.charlestownri.org)  
Resumes and applications must be submitted by 4:00 pm July 21, 2017 to:

**Town of Charlestown  
Attn: Michele Voislow  
4540 South County Trail  
Charlestown, RI 02813**

## Town of Charlestown Job Description

**Title:** Zoning & Code Enforcement Officer

**Department:** Building/Zoning

**Reports to:** Building/Zoning Official

### Nature of Work:

Under the general supervision of the Building/Zoning Official the Zoning & Code Enforcement Officer performs technical duties related to enforcement of the Town's Zoning Ordinance, Town Code and applicable State Regulations

### Essential Functions:

The essential functions/duties and/or responsibilities listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the work is similar; related or a logical assignment to the position.

- Review building plans and permit applications for compliance with the Zoning Ordinance and other applicable regulations.
- Respond to citizens zoning and nuisance complaints, undertake appropriate enforcement action and maintain records of all complaints and enforcement activity.
- Make interpretations of the Zoning Ordinance under general supervision of the Zoning Official.
- Make determinations on zoning and code compliance by answering phone calls, emails and in-person inquiries.
- Review applications/proposals and provide formal determinations through the issuance of Zoning Certificates.
- Additional duties as assigned by the Building/Zoning Official.

NOTE: A good portion of this department's activity is dictated on a daily basis by the current needs of the property owners, be it construction projects, violations, inquiries, etc. Our goal is to service the taxpayer as cordially and efficiently as possible with the resources we have. Sometimes this requires prioritizing different situations, but this should always be done impartially and with the health, safety and welfare of the Town's people in mind.

### Other Functions:

Attend monthly Zoning Board of Review Hearings.

### Desirable Knowledge, Skill and Abilities:

Degree or certification in a field related to zoning, planning, building construction or design; three years of experience in building, zoning or planning; or any equivalent combination of education, experience, or training for the essential duties of the position.

Requires thorough knowledge of zoning concepts, practices, state regulations, laws and procedures related to zoning and ability to maintain consistent interpretations of these regulations.

Ability to detect violations and detail compliance with applicable Codes during plan review and field inspections; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with department employees, architects, engineers, contractors, builders, town officials and the general public.

General knowledge of building construction methods, materials, equipment and tools of the trade

Certified Floodplain Manager (CFM) designation or ability to obtain is preferred.

### Minimum Training and Experience:

Qualified applicants must have a high school diploma and a valid driver's license.

**Tools & Equipment Used:**

Personal computer, including word processing and inspection software, motor vehicle, portable radio, phone, ladder or scaffolding, tape measure, level, hand tools, copy and fax machine, reference codes.

**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.

- Hand-eye coordination is necessary to operate testing instruments, tools, computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.

**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 is performed mostly in an office setting. Some outdoor work is required for the inspection of complaints, various land use developments, construction sites, or public works facilities.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

**Salary & Benefits:**

The starting salary for this 19 hour/week position is \$25.00/hr.