

## **Code Enforcement Officer- Per Diem**

### **Job Summary**

Works with the Select Board and Community Development Department with an emphasis on land use compliance and enforcement. Administers ordinances, applications and maintains records in accordance with Town policies, procedures, and State regulations. Acts as the Town's Code Enforcement Officer at hearings and meetings, in matters of ordinance administration.

### **Examples of Essential Duties**

*(The listed examples are illustrative only and may not include all duties found in this position.)*

1. Receives, reviews and acts on applications for zoning compliance.
2. Performs inspections of existing and proposed land uses in the Town for ordinance compliance.
3. Assists and meets with boards and commissions, Town Counsel, Federal, State and Town officials, as requested, to coordinate and explain activities relating to zoning enforcement administration.
4. Maintains records of all activities in accordance with the Town procedures and policies.
5. Assists the public and all interested parties in understanding and applying ordinances adopted by the Town.
6. Studies new methods applicable to the regulatory duties of the Town in order to determine their applicability and conformance with Town standards. Drafts and proposes new and or amended ordinances and regulations to keep the Town consistent with changing ordinance developments. Attends conferences and professional development seminars as needed.
7. Maintains current knowledge of Town Ordinances and other applicable federal and state administrative rules and laws.
8. Maintains contact with citizens to receive comments, suggestions and complaints to ensure compliance with the Town's Ordinances. Consults with and provides information to the Select Board and Community Development Department as required.
9. Works in conjunction with the Building Inspector and Planning & Community Development Director on zoning compliance matters as necessary.
10. Completes Determination Letters based on interpretation of ordinances.
11. Performs other duties as required.

## **Knowledge, Skills, and Abilities Required**

Thorough working knowledge of the Town's Zoning Ordinance, Land Use Ordinances, Land Development Regulations and referenced documents. A working knowledge of New Hampshire RSA's, Administrative Rules and applicable state agency procedures is required. The Code Enforcement Officer must have the ability to establish and maintain an effective working relationship with: Town officials, departmental employees, state and federal agencies, their employees and the public.

## **Minimum Qualifications Required**

High School Diploma with two to five years of experience in a related field and a valid NH driver's license.

## **Work Conditions**

Considerable physical effort required in walking, standing and climbing while performing inspections and investigations; works under adverse climate conditions such as snow, rain, dust and exposure to hazards normally associated with a site under construction. A valid driver's license is required.

## **Employment Classification:**

Hourly Per diem, appointed position. \$40-\$45 per hour.

## **Application Process:**

Interested candidates should send their cover letter, resume, and completed Town of Boscawen application to: [kmerrill@boscawennh.gov](mailto:kmerrill@boscawennh.gov). The application can be found at [www.boscawennh.gov](http://www.boscawennh.gov) or at the Town Office. Applications will be accepted until the position is filled.

The Town of Boscawen is an Equal Opportunity Employer.