



**HUMAN RESOURCES DEPARTMENT**

400 SLOCUM ROAD  
DARTMOUTH, MA 02747

**JOB POSTING**

**TITLE:** Director of Inspectional Services/Zoning Enforcement Officer  
\$10,000 Sign-On Bonus

**UNION:** USW-16031 Management Union

**DATE AVAILABLE:** ASAP

**SALARY:** Grade 13 - \$89,958.74 - \$116,946.36  
with eligible \$10,000 sign-on bonus

**RESPONSIBILITIES:**

Responsible for inspecting building construction to ensure compliance with state Building Codes and town zoning by-laws. Work includes supervising employees and overseeing the daily operations of the Building Department. Please see attached job description for complete details.

**QUALIFICATIONS:**

High School Diploma; ten (10) years of experience in building construction; or an equivalent combination of education and experience. Certified Massachusetts Building Inspector/Building Commissioner. Valid Massachusetts driver's license.

**APPLICATION DEADLINE:** Open until filled

Interested Candidates may submit employment application, cover letter and resumes to:

[jobs@town.dartmouth.ma.us](mailto:jobs@town.dartmouth.ma.us)

Employment applications can be found at:

[Dartmouth Employment Application](#)

**Position Title:** Director of Inspectional Services/Zoning Enforcement Officer

### **Statement of Duties**

The Director of Inspectional Services/Zoning Enforcement Officer is responsible for inspecting building construction to ensure compliance with state Building Codes and town zoning by-laws. Work includes supervising employees and overseeing the daily operations of the Building Department.

### **Supervision**

The Director of Inspectional Services/Zoning Enforcement Officer works under the administrative direction of the Town Executive Administrator, in accordance with municipal policies and objectives. He/she establishes short-range plans and objectives, own performance standards, and assume direct accountability for department results. The supervisor is consulted only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets, and is expected to resolve all conflicts which arise and coordinate with others as necessary.

Employee has access to confidential personnel files and lawsuits.

Position is responsible for the supervision of two (2) full-time, and four (4) part-time employees. Employee recommends the hiring and firing of employees and is responsible for the discipline and evaluation of employees. Staff is distributed throughout various town locations while conducting inspections. The nature of work and volume fluctuate seasonally, and can be planned for in advance. Employee is occasionally required to work outside of normal business hours.

### **Job Environment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. The Director uses judgment and ingenuity to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Assignments typically concern such matters as studying trends in the field for application to the work;

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assessing services and recommending improvements; planning long-range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Errors could result in a delay or loss of service, unsafe structures and buildings, and legal repercussions.

The position has frequent contact with the public in person, in writing and on the telephone. The purpose for contact is to conduct inspections, issue permits, respond to inquiries, requests, or complaints, and/or give or receive information.

The position has daily contact with other town departments, board and commissions, contractors and builders. The purposes for contact is to coordinate and execute work, discuss situations of mutual concern, and provide information and assistance. Contacts are made in person, on the telephone, electronically, or in writing.

### **Position 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. Supervises and oversees the daily operation of the Building Department and staff.
2. Performs general administrative functions including preparing budgets and reports for department, developing applications and plan review sheets to administer the responsibilities of this department, developing and administering policies and procedures.
3. Administers and enforces all Architectural Access Board regulations, state building codes, local regulations and zoning by-laws.
4. Reviews plans and evaluates residential and commercial projects. Conducts inspections and determines compliance with state Building Code, zoning by-laws and other state and local regulations of buildings and structures under construction.
5. Administers and enforces flood plain regulations, and high wind regulations.

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6. Coordinates permitting authorization process with Health, Planning, Conservation, DPW and other town departments to ensure compliance with regulations prior to issuing building permits.
7. Administers and enforces zoning bylaws and makes zoning determinations.
8. Serves as a member of the Site Plan Review committee and enforces regulations for same.
9. Attends meetings and provides support to the Zoning Board of Appeals.
10. Administers and enforces general town by-laws, regarding issues such as outdoor lighting, demolition, erosion control, and trenches.
11. Provides input and analysis for meetings, hearings, legal cases, etc., relative to building inspection, regulation, statute, by-law, etc.
12. Answers complex inquiries and provides information to town departments and the general public regarding building codes and regulations.
13. Attends work related trainings and seminars as required for certification.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Employee works primarily in a moderately loud office or out in the field conducting inspections. Employee is exposed to outdoor weather conditions, high places, fumes, extremes of heat and cold, and near moving mechanical parts up to 1/3<sup>rd</sup> of the time. Employee is required to stand, walk, sit, talk, listen, reach, taste, smell, use hands, climb or balance, and stoop, kneel, crouch or crawl up to 1/3 of the time. Employee frequently lifts up to 30lbs. Normal vision is required for the position. Equipment operated includes automobile, hand tools, office machines and computers.

### **Education and Experience**

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A candidate for this position should have a High School Diploma or equivalent, and a minimum of ten (10) years of experience in building construction; or any equivalent combination of education and experience.

**Licenses/Certifications Required:**

- Certified Massachusetts Building Inspector/Building Commissioner
- Valid driver license

**Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Construction practices and principles
- Local zoning ordinances
- State Building Codes
- Building materials, methods, and techniques

Skill in:

- Conducting thorough inspections
- Identifying building materials and techniques
- Scheduling and coordinating work of self and others

And ability to:

- Interpret and explain building codes and regulations
- Enforce codes and regulations
- Interact effectively with other town officials, boards, builders, and homeowners