

City of Lowell
Job Posting
Please Post: February 10, 2014
Deadline: February 24, 2014
Department of Planning and Development
Development Services
Board Enforcement Agent

Job Title: Board Enforcement Agent (1500, 1987)
Department: DPD-Development Services
Reports To: Building Commissioner and Senior Planner
Union: MVEA Inspectors
Salary: \$47,152.00- \$53,088.00 annually; 40 hr. work week
(Hiring range \$47,152.00- \$49,443.00)

SUMMARY

Principal responsibilities are to assist the Building Commissioner in all aspects of the administration and enforcement of the Zoning Ordinance, and assist the Senior Planner in the oversight and enforcement of conditions included in decisions of the Planning Board, Zoning Board of Appeals, and/or Conservation Commission, as well as enforcement of the Wetlands Protection Act and City of Lowell Wetlands Ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Works under the general direction of the Building Commissioner and Senior Planner and in accordance with applicable laws and regulations.
- Assists in providing day-to-day interpretation of the provisions of the Zoning Ordinance.
- Assists in the preparation of Zoning Board of Appeals, Planning Board, and/or Conservation Commission cases when necessary.
- Conducts site inspections to verify zoning/conservation complaints and zoning/conservation compliance when necessary.
- Monitors construction to ensure compliance with Board and/or Commission decisions.
- Reviews building permit applications and plans for compliance with the Zoning Ordinance and the decisions of the Zoning Board of Appeals and/or the Planning Board.
- Reviews building permit applications and plans for compliance with the Wetlands Ordinance and the decisions of the Conservation Commission.
- Provides support for the Conservation Commission in carrying out its mandate and its mission to protect the community's natural resources including its bio-diversity, unique natural areas, wetlands and other water resources.
- Uses professional expertise, critical thinking and interpersonal skills to accomplish varied functions that range in nature from routine to complex. These require considerable judgment and initiative in determining courses of action not clearly

- defined by precedent, statute or established guidelines.
- Provides professional supervision for the Conservation Commission's work and projects.
 - Conducts special studies requiring analytical abilities and application of statistical techniques.
 - Has considerable independence and responsibility. Works with minimal supervision on a weekly basis.
 - Candidate will be expected to attend evening Board or Commission meetings as requested, if necessary.
 - Candidate will be expected to attend evening hearing with the Municipal Hearing Officer, if necessary.
 - Performs other job related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in urban planning, engineering, construction management, landscape architecture, environmental science or related field and a minimum of two years of experience in zoning enforcement, zoning administration, planning or construction project development, wetlands protection, land conservation, environmental management or related field; or equivalent combination of education and experience.

Proven ability to work cooperatively with diverse agencies, groups and interests.

Demonstrated proficiency in the preparation of reports and studies with ability to apply statistical methods and system analysis techniques.

Knowledge in MS Word, Excel, and Access computer systems.

Equipment use including digital camera, projector, field tools, copier, fax, phone system.

LANGUAGE SKILLS

Ability to effectively and professionally communicate with the general public and to administer the various statutes and ordinances in a firm but professional manner.

Communicate clearly in oral, written and graphic form.

Excellent interpersonal skills for facilitating relationships with developers, contractors, residents and business owners and an ability to successfully manage contentious situations and conflict.

Work independently, show initiative, solve problems.

Interpret technical data, read engineering maps and plans, critically analyze information.

Deal professionally and tactfully with appropriately with City officials, City employees, government agencies, the general public, attorneys, engineers, consultants, and project applicants.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Massachusetts Motor Vehicle Operator's License and a readily available car.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Physical agility needed to access all areas of project sites and sites of complaints and/or enforcement. May spend several hours at a time walking or standing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee may be occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

Some work is performed under typical office conditions. Some work is performed in the field, in thick woods, and in wet areas. There is exposure to various weather conditions, including heat, high wind, rain and deep snow. There can be exposure to potential health hazards, such as Lyme disease and west Nile virus, plant irritants such as poison ivy, and the hazards associated with

site work and construction such as noise and heavy equipment.

Work schedule is largely during business hours, but also includes regular evening meetings, some early morning, evening, and weekend field work and site visits. Attendance at relevant training sessions and professional meetings is expected.

Makes regular contact with City departments, state and federal agencies, professionals associations and other non-profit organizations, developers, attorneys, engineers and the general public. Contacts involve discussing complex environmental laws and regulations, approaches and procedures, as well as meeting routine requirements.

Has access to a minimal amount of confidential information; most information is available to the public.

The City of Lowell is a drug and smoke free employer and requires a physical with drug screen and CORI, post offer.

Qualified applicants send resume/application with cover letter to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00PM: Deadline- February 24, 2014. Applicants may also fax resume and/or application to 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer