

**TOWN OF HAMILTON
Position Description**

Position Title: **Director of Planning and Inspections** Department: Planning

Reports To: Town Manager Date: June 1, 2014

GENERAL SUMMARY

Under direction of the Town Manager, the Director is responsible for the daily management, planning, and coordination of the planning, zoning, building, conservation, and public health functions of the Town; engages in other related work, as required.

ESSENTIAL JOB FUNCTIONS*:

The essential functions or duties listed below are intended only as illustrations 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 the work is similar, related, or a logical assignment to the position.

Coordinates land use planning and zoning policies and procedures, including the review of development projects and provides staff support to the Planning Board and the Zoning Board of Appeals

Supervises staff in Buildings & Inspectional Services, Conservation Commission, and Public Health Department and ensures that all regulatory and programmatic functions enforce or support the Commonwealth's and Town's regulations, laws and policies.

Supervises and directs planning and inspection services for the Town, including administration, staff supervision and budget preparation, for the planning, zoning, building, conservation and public health functions, and others as assigned;

Coordinates the subdivision process to assure that commitments and deadlines are met; reviews or supervises the review of subdivision plans and applications for compliance; serves as the Planning Board's representative to administer Town subdivision control law and to prepare legal documents related to subdivision regulations.

Drafts new or revises zoning and subdivision regulations.

Researches, writes, and presents planning documents related to a variety of technical and planning issues such as buildable land definitions techniques for preservation of open space, review of boundaries, inventory of land, ground water management plans, etc.

Serves as the Town's principal technical liaison to the Hamilton Development Corporation.

Coordinates all affordable housing programs and policies, including inclusionary zoning.

Coordinates the preparation of grants applications and grant administration for department-related functions.

In conjunction with the Director of Public Works and Finance Director, coordinates capital improvements

*Hamilton, Massachusetts
Director of Planning and Inspections*

**TOWN OF HAMILTON
Position Description**

to Town facilities, including designer selection, planning, construction, and budgeting.

Represents the Town and the Town Manager on various boards, such as the Metropolitan Area Planning Council and on other regional and special purpose entities as needed.

Provides staff support to various *ad hoc* town committees, such as the School Re-use and Study Commission.

Performs other similar or related work as required, or as situation dictates.

OTHER DUTIES AND RESPONSIBILITIES:

Participates in updating comprehensive planning documents for the Town.

Conducts special studies and prepares recommendations related to a variety of planning and zoning issues.

Maintains current knowledge of profession through attendance at seminars, workshops, review of literature, peer association, etc.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Education and Experience

Bachelor's Degree in planning or a related field; Master's Degree preferred; five years of responsible experience in municipal planning, community development, capital improvement programming and administration of a planning and regulatory function; supervisory experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Considerable knowledge of the principles and practices of land use planning, economic development and community development; knowledge of the grant application processes and project management; familiarity with housing programs and related financing; familiarity with the building regulatory context; knowledge of land use regulation, code enforcement and zoning enforcement practices.

Ability to plan, assign and supervise the work of groups of employees engaged in a variety of planning, community development and economic development and regulatory activity; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with state and federal officials, the general public, consultants, developer and builders; ability to prepare and administer budgets.

Management skills; customer service and public relations skills; supervisory skills.

Supervision

Works under the administrative direction of the Town Manager; responsible duties require the exercise of considerable independent judgment to coordinate, plan, and direct development, land use and inspection functions and programs including outreach and prevention programs.

*Hamilton, Massachusetts
Director of Planning and Inspections*

SUPERVISORY RESPONSIBILITY:

Directly supervises the Town Building Inspector, Electrical Inspector, Plumbing & Gas Inspector, Health Agent, Conservation Agent, and associated support staff; indirectly supervises additional building services and public health employees.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Some work is performed in typical office conditions; field inspection of sites and projects involves some exposure to variable weather conditions and hazards associated with construction sites. The volume of work is generally stable, but is subject to administrative pressures and deadlines. The employee is regularly required to attend evening meetings and work outside of normal business hours.

The employee operates standard office equipment and an automobile.

The employee has extensive contact with town department heads, state and federal agencies, architects, developers, lawyers, builders and consultants. Contact is in person, by telephone, e-mail, and in writing.

The employee has access to department-oriented confidential information, including personnel records and other employee information, law suits, bid documents and real estate transactions.

Errors in administrative decisions could result in injury to others, delay or loss of service, monetary loss, and legal repercussions.

Minimal physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Moderate physical effort is generally required to perform duties during site visits. Vision requirements include the ability to read and analyze documents, use a computer and operate a motor vehicle. Occasional lifting and carrying of files, documents, records, etc.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

