

## TOWN OF STOUGHTON

### EXECUTIVE DIRECTOR OF DEVELOPMENT SERVICES/ TOWN ENGINEER

Department:	Development Services	Date:	9-26-2023
Reports to:	Town Manager	Hours Worked:	35
FLSA Status			

#### Statement of Duties

Under administrative direction of the Town Manager, directs, plans, and oversees the departments/divisions of Development Services (Building Department, Planning Department, Engineering Department, Economic Development Department, Code Enforcement, Board of Health, Environmental Affairs and GIS operations).

#### Supervision

- Works independently under the general supervision of the Town Manager;
- Employee may exercise judgment and initiative in providing technical support to other Town's Departments under the general direction of Town Manager.

#### Job Environment

- Work is mostly performed inside Town offices but will periodically require work outside at project sites;
- Frequent exposure to occupational hazards associated with construction sites, roadways, and undeveloped areas;
- Exposure to variable weather conditions with a risk of exposure to loud noises and hazards;
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town;
- Operates light trucks and automobile; operates all surveying and engineering equipment; operates computer and all standard office equipment;
- Required to attend numerous day and evening meetings;
- Makes regular contacts with other town departments, engineers, attorneys, local, state and federal agencies, developers, and the general public which requires good service and communication.

#### Essential 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.*

Include but not limited to the following:

- Possesses excellent managerial, leadership, organizational, customer and public relations, personnel management and budgetary skills;
- Administers the effective and efficient planning, implementation, coordination and management of services provided to the citizens of Stoughton by leading and directing all departments of Development Services;

- Ensures proper lines of communication occur between all departments in Development Services;
- Ensures processes, policies and procedures for the development community are maintained. Advises department heads in the preparation and implementation of new programs and coordinates preparations of various operating and administrative reports;
- Maintains a strong and effective group of departments that remain focused on providing superior customer service to the Town of Stoughton, its residents, the general public, the development community, and all Town departments while maintaining a positive relationship in all interactions as well as a professional work environment
- Fosters partnerships with the development community to encourage and ensure a development process that is proficient, reasonable and predictable while promoting the economic growth, safety, usability and sustainability of Stoughton
- Ensures all Development Services permits are issued in accordance with Town processes and policies;
- Ensures all necessary building and site inspections are being performed and documented properly;
- Submits recommendations for revisions to codes and policies to the Town Manager;
- Implements improved operating policies and procedures within Development Services;
- Makes recommendations for personnel regarding employment, performance, salary changes, promotions, transfers and terminations.
- Prepares the annual budget for the Engineering Department;
- Plans and prepares capital articles and capital spending plans;
- Guides and advises subordinates in the more complex phases of their work;
- Responsible for the overall supervision, organization and maintenance of Town records and plans;
- Provides technical support in the form of plan review, site inspections, advice and guidance to the local Planning Board, Conservation Commission, Zoning Board of Appeals, Board of Selectmen and other Boards as required;
- Directs the coordination and record keeping for the inspection, testing, and approval of work performed by contractors within a subdivision, residential, commercial, industrial, and/or municipal work site as it relates to the Town of Stoughton;
- Directs and supervises the preparation of plans, designs, reports, specifications, and inspections of Town initiated civil engineering and public works projects or projects under construction by private contractors;
- Manages and coordinates civil engineering and public works related municipal contracts;
- Directly responsible for maintaining effective and efficient permitting and inspections of municipal sewer connections/ extensions within the Town;
- Directs and assigns all location, topographical, and construction surveys performed or managed by the department;
- Supervises, reviews and prepares proposals, quotes, specifications and/ or bid packages for engineering projects;
- Directs, coordinates and oversees the preparation of design estimates and specifications for all types of civil engineering and public works related construction projects;
- Responds to telephone/ in-person inquiries furnishing information and assistance to those inquiring on various projects;
- Directs the coordination of the Town's NPDES MS4 Storm water Program as it relates to the department;
- Directs and supervises the on-going GIS program and ensures all data layers are continually updated;
- Provides training and support to other staff members when requested;
- Plans and budgets for hardware/ software support or improved office efficiency;

- Attends various types of day or evening meetings;
- Maintains membership in professional organizations or peer groups to maintain a current working knowledge of systems;
- Prepares, maintains, and files records and reports documenting all aspect of work;
- Performs other similar or related work as assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience:**

- Massachusetts Registered Professional Civil Engineer required;
- Bachelor's of Science degree in Civil Engineering or related discipline required;
- Minimum of ten years of full time technical, professional and design experience in civil engineering work;
- Minimum of ten years of civil engineering related project management experience;
- Minimum of five years of supervision, direction and management of subordinates;
- Additional experience in specialty areas such as Finance, Planning, Management and Public Administration is desired;

### **Special Requirements:**

- Valid Motor Vehicle Operator's License is required;
- Knowledge of principles of land use law and planning is desired;
- Knowledge of state bidding and procurement laws desired;
- Previous sewer and storm water design experience is desired;
- Previous municipal experience is desired;
- OSHA 10-hour Certification is desired;

## **Knowledge, Ability, and Skill**

### **Knowledge:**

- Thorough knowledge of the principles of civil and municipal engineering principles and practices;
- Knowledge of federal, state, and local laws/regulations governing municipal infrastructure;
- Thorough knowledge of municipal government operations, finance and budget management;
- Knowledge of the sources of engineering and public works information and ability to apply such knowledge in conjunction with problems encountered;
- Knowledge of inspection, field testing and enforcement processes related to construction of roadways, utilities (water, sewer, drain), and residential/ commercial site development;
- Knowledge and experience of municipal bidding and procurement laws;

### **Ability & Skill:**

- Ability to effectively work with state, federal, and local agencies as they relate to the Town's infrastructure;
- Ability to manage/direct individual projects from the planning stages through the construction phases;
- Ability to perform calculations of moderate complexity to solve problems encountered in assigned work;
- Ability to manage and supervise the work of other professional, technical, and clerical employees within the department;
- Ability to enforce engineering, building and planning standards with firmness and tact;
- Skill in organizing, creating and maintaining the Town's records;
- Ability to interact and communicate in a positive and effective manner with senior staff, property owners, facility owners, citizens, and the general public; orally and in writing;

- Ability to proficiently use word processing and database software (MS Word, Excel)
- Ability to execute oral and written instructions in a precise manner;
- Ability to handle multiple tasks at any one time;

**Physical and Mental Requirements**

- Moderate physical effort required when performing field work or inspections with exposure to outdoor weather conditions; must be able to access all areas and levels of a construction site and may be required to spend several hours walking or standing;
- Frequently required to stoop, bend, and reach with arms and hands;
- Physical demands may require office and field equipment objects up to 50 pounds;
- Must be able to hear normal sounds and communicate orally;
- Specific vision abilities required include close, medium, and distance vision, and the ability to adjust focus and distinguish colors;
- Ability to operate a keyboard at an efficient speed;
- Must be able to regularly operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## TOWN OF STOUGHTON

### ASSISTANT TOWN ENGINEER

Department:	Development Services	Date:	9-26-2023
Reports to:	Exec Dir of Dev Serv	Hours Worked:	35
FLSA Status			

#### **Statement of Duties**

This position consists of administrative and technical work in assisting in direction of a municipal engineering department and the provision of technical engineering services; all other related work as required.

#### **Supervision**

- Works independently under the direct supervision of the Town Engineer who indicates the general work to be performed;
- Employee may exercise judgment and initiative in providing technical support to the Town's Departments under the general direction of Town Engineer.

#### **Job Environment**

- Work is mostly performed inside Town offices but will periodically require work outside at project sites;
- Frequent exposure to occupational hazards associated with construction sites, roadways, and undeveloped areas;
- Exposure to variable weather conditions with a risk of exposure to loud noises and hazards;
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town;
- Operates light trucks and automobile; operates all surveying and engineering equipment; operates computer and all standard office equipment;
- Engineer will be required to attend numerous day and evening meetings;
- Makes regular contacts with other town departments, engineers, attorneys, local, state and federal agencies, developers, and the general public which requires good service and communication.

#### **Essential 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.*

Include but not limited to the following:

- Assists the Town Engineer in directing the operations and management of the Engineering Department;
- Responsible to supervise the maintenance of Town records and plans;
- Assists Town Engineer in preparing department budget, articles for Town Meeting, and capital spending plans;
- Performs and coordinates technical engineering reviews for various types of project submittals;
- Responsible to supervise the coordination and record keeping for the inspection, testing, and approval of work performed by contractors within a subdivision, residential, commercial, industrial, and/or municipal work site as it relates to the Town of Stoughton;
- Prepares plans, designs, reports, specifications, and inspects town initiated civil engineering and public works projects or projects under construction by private contractors to ensure projects are built to

specification; adequately prepares and reviews inspection reports for all inspections to the satisfaction of the Town Engineer;

- Supervises and/or performs location, topographical, and construction surveys; conducts record/ as-built surveys upon completion of a project; prepares and checks all calculations based on field surveys;
- Supervises, reviews and prepares proposals, quotes, specifications and/ or bid packages for engineering projects;
- Prepares and checks detailed cost estimates for various types of projects;
- Responds to telephone/ in-person inquiries furnishing engineering information and engineering assistance to those inquiring on various projects;
- Assists in the coordination of the Town's NPDES MS4 Stormwater Program;
- Supervises the on-going GIS program and ensures all data layers are updated on a yearly basis;
- Supervises the implementation and maintaining of CAD standards throughout the office;
- Provides training and support to other staff members when requested;
- Provides recommendations for hardware/ software support or improved office efficiency;
- Attends various types of day or evening meetings as directed by the Town Engineer;
- Maintains membership in professional organizations or peer groups to maintain a current working knowledge of systems;
- Prepares, maintains, and files records and reports documenting all aspect of work;
- Responsible to assume the duties and functions of the Town Engineer in his/her absence;
- Performs other similar or related work as assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience:**

- Massachusetts Registered Professional Civil Engineer required;
- Bachelor's of Science degree in Civil Engineering or related discipline required;
- Minimum of ten years of full time technical, professional and design experience in civil engineering work;
- Minimum of five years of civil engineering related project management experience;
- Additional experience in specialty areas preferred;

### **Special Requirements:**

- Valid Motor Vehicle Operator's License is required;
- Certified Soil Evaluator in the state of Massachusetts is desired;
- Knowledge of principles of land use law and planning is desired;
- Knowledge of state bidding and procurement laws desired;
- Previous sewer and stormwater design experience is desired;
- Previous municipal experience is desired;
- OSHA 10-hour Certification is desired;

## **Knowledge, Ability, and Skill**

### **Knowledge:**

- Thorough knowledge of the principles of civil and municipal engineering principals and practices;
- Knowledge of federal, state, and local laws/regulations governing municipal infrastructure;
- Knowledge of the sources of engineering and public works information and ability to apply such knowledge in conjunction with problems encountered;
- Knowledge of inspection, field testing and enforcement processes related to construction of roadways, utilities (water, sewer, drain), and residential/ commercial site development;
- Knowledge and experience of municipal bidding and procurement laws;

### **Ability & Skill:**

- Ability to proficiently and independently prepare various types of civil engineering plans utilizing AutoCAD Land Desktop, AutoCAD Civil 3D or a similar computer aided drafting program;
- Ability to manage individual projects from the planning stages through the construction phases;
- Ability to perform calculations of moderate complexity to solve problems encountered in assigned work;
- Ability to perform various types of field inspections for municipal and private site development projects;
- Ability to utilize and efficiently operate standard stormwater modeling and analysis software;
- Ability to operate standard survey equipment, GPS field work/data collection devices, computers, standard office machines, and other standard engineering devices or equipment;
- Ability to manage and supervise the work of other professional, technical, and clerical employees within the department under the direction of the Town Engineer;
- Ability to enforce engineering standards with firmness and tact;
- Ability to oversee and supervise construction programs and projects under direction of the Town Engineer or his designee;
- Ability to interact and communicate in a positive and effective manner with senior staff, property owners, facility owners, citizens, and the general public; orally and in writing;
- Ability to proficiently use word processing and database software (MS Word, Excel)
- Ability to execute oral and written instructions in a precise manner;
- Ability to handle multiple tasks at any one time;

### **Physical and Mental Requirements**

- Moderate physical effort required when performing field work or inspections with exposure to outdoor weather conditions; must be able to access all areas and levels of a construction site and may be required to spend several hours walking or standing;
- Frequently required to stoop, bend, and reach with arms and hands;
- Physical demands may require office and field equipment objects up to 50 pounds;
- Must be able to hear normal sounds and communicate orally;
- Specific vision abilities required include close, medium, and distance vision, and the ability to adjust focus and distinguish colors;
- Ability to operate a keyboard at an efficient speed;
- Must be able to regularly operate a motor vehicle.

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## TOWN OF STOUGHTON

### PROJECT ENGINEER

Department:	Development Services	Date:	September 2023
Reports to:	Director of Development Services	Hours Worked:	35
FLSA Status:	Non-Exempt		

**Statement of Duties:** Professional, technical, and administrative engineering work in executing various types of engineering and engineering related work and projects and furnishing staff engineering services to other town departments; all other related work as required.

#### **Supervision**

- Works independently under direct supervision of the Town Engineer or his designee who indicates the general work to be performed;
- Employee may exercise judgment and initiative in providing technical support to the Town's Departments under the general direction of Town Engineer or his designee.

#### **Job Environment**

- Work is mostly performed inside Town offices but will periodically require work outside at project sites;
- Frequent exposure to occupational hazards associated with construction sites, roadways, and undeveloped areas.
- Exposure to variable weather conditions with a risk of exposure to loud noises and hazards;
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town;
- Operates light trucks and automobile; operates all surveying and engineering equipment; operates computer and all standard office equipment;
- Engineer will be required to attend numerous day and evening meetings;
- Makes regular contacts with other town departments, engineers, attorneys, local, state and federal agencies, developers, and the general public which requires good service and communication.

#### **Essential 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.*

Include but not limited to the following:

- Prepares plans, designs, reports, specifications, and inspects town initiated civil engineering and public works projects or projects under construction by private contractors to ensure projects are built to specification; adequately prepares and reviews inspection reports for all inspections to the satisfaction of the Town Engineer;
- Directly responsible for coordinating and keeping records for the inspection, testing, and approval of work performed by contractors within a subdivision, residential, commercial, industrial, and/or municipal work site as it relates to the Town of Stoughton;
- Assists in performing or performs technical engineering reviews for various types of project submittals;
- Provides engineering, surveying, GPS data collection/ survey and inspection support to various other town projects;
- Supervises and/or performs location, topographical, and construction surveys; conducts record/ as-built surveys upon completion of a project; prepares and checks all calculations based on field surveys;
- Prepares proposals, quotes, specifications and/ or bid packages for engineering projects;
- Prepares and checks detailed cost estimates for various types of projects;
- Prepares street layout plans for town acceptance; calculates, plots, describes and records such plans;
- Responsible to ensure Assessors' maps and other office engineering maps are current;
- Responds to telephone/ in-person inquiries furnishing engineering information and engineering assistance to those inquiring on various projects;



- Prepares basic maps utilizing the GIS software and existing GIS information;
- Responsible for implementing and maintaining CAD standards throughout the office;
- Provides training and support to other staff members when requested;
- Provides recommendations for hardware/ software support or improved office efficiency;
- Attends various types of day or evening meetings as directed by the Town Engineer;
- Maintains membership in professional organizations or peer groups to maintain a current working knowledge of systems;
- Prepares, maintains, and files records and reports documenting all aspect of work;
- Performs other similar or related work as assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience:**

- Massachusetts EIT or FE required;
- Massachusetts Registered Professional Civil Engineer preferred;
- Bachelor's of Science degree in Civil Engineering or related discipline required;
- Minimum of five years of full time technical, professional and design experience in civil engineering work ;
- Additional experience in specialty areas preferred;

### **Special Requirements:**

- Valid Motor Vehicle Operator's License is required;
- Knowledge of principles of land use law and planning is desired;
- Previous municipal experience is desired;
- Certified Soil Evaluator in the state of Massachusetts is desired;
- OSHA 10-hour Certification is desired;

## **Knowledge, Ability, and Skill**

### **Knowledge:**

- Thorough knowledge of the principles of civil and municipal engineering technologies and concepts;
- Knowledge of federal, state, and local laws/regulations governing municipal infrastructure;
- Knowledge of the sources of engineering and public works information and ability to apply such knowledge in conjunction with problems encountered;
- Knowledge of inspection, field testing and enforcement processes related to construction of roadways, utilities (water, sewer, drain), and residential/ commercial site development;
- Knowledge and experience of municipal bidding and procurement laws;
- Knowledge and experience with utilizing AutoCAD Land Desktop or AutoCAD Civil 3D to produce civil engineering design plans;

### **Ability & Skill:**

- Ability to proficiently and independently prepare various types of civil engineering plans utilizing AutoCAD Land Desktop, AutoCAD Civil 3D or a similar computer aided drafting program;
- Ability to manage individual projects from the planning stages through the construction phases;
- Ability to prepare civil engineering plans, bid documents/ specifications;
- Ability to perform calculations of moderate complexity to solve problems encountered in assigned work;
- Ability to perform various types of field inspections for municipal and private site development projects;
- Ability to utilize and operate standard stormwater modeling and analysis software;
- Ability to operate standard survey equipment, GPS field work/data collection devices, computers, standard office machines, and other standard engineering devices or equipment;
- Ability to oversee and supervise construction programs and projects under direction of the Town Engineer or his designee;
- Ability to supervise and direct other staff engineers to assist with various functions associated with assigned projects under the direction of the Town Engineer or his designee;
- Ability to interact and communicate in a positive and effective manner with senior staff, property owners, facility owners, citizens, and the general public; orally and in writing;
- Ability to proficiently use word processing and database software (MS Word, Excel)
- Ability to execute oral and written instructions in a precise manner;
- Ability to handle multiple tasks at any one time;

**Physical and Mental Requirements**

- Moderate physical effort required when performing field work or inspections with exposure to outdoor weather conditions; must be able to access all areas and levels of a construction site and may be required to spend several hours walking or standing;
- Frequently required to stoop, bend, and reach with arms and hands;
- Physical demands may require office and field equipment objects up to 50 pounds;
- Must be able to hear normal sounds and communicate orally;
- Specific vision abilities required include close, medium, and distance vision, and the ability to adjust focus and distinguish colors;
- Ability to operate a keyboard at an efficient speed;
- Must be able to regularly operate a motor vehicle.

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## TOWN OF STOUGHTON

### GIS MANAGER/ STORMWATER COORDINATOR

Department:	Development Services	Date:	9-26-2023
Reports to:	Exec Dir of Dev Services	Hours Worked:	35
FLSA Status			

**Statement of Duties:** Coordinates, updates, and operates the Town's Geographic Information System (GIS). Researches, evaluates, recommends, and implements technical, engineering, and administrative solutions to achieve Town's objectives.

#### **Supervision**

- Works under direct supervision of the Town Engineer who indicates the general work to be performed, outlines the services to be provided, and establishes work priorities/ deadlines.
- Employee may exercise judgment and initiative in providing technical support to the Town's Departments under the general direction of Town Engineer.

#### **Job Environment**

- Work is performed inside Town offices but may require work outside at project sites.
- Exposure to variable weather conditions with a risk of exposure to loud noises and hazards.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **Essential 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.*

Include but not limited to the following:

- Operates, updates, and coordinates the Town's Geographic Information System (GIS)
- Operates and maintains all GIS resources of the Town including ensuring compliance with licensing requirements.
- Coordinates the implementation and maintenance of geographic data bases including database design and management as needed.
- Assembles, enters, and/or digitizes new data coverages and data bases into GIS.
- Initiate, maintain, and update Town atlas, maps and records utilizing GIS software
- Assists in the development, conduct, and management of projects that require GPS survey field data.
- Oversees data collection and performs quality assurance and quality control checks.
- Coordinates and/or updates the Town website with the current information pertaining to GIS operations.
- Receives and fulfills map and data requests for other Town Departments and the public.
- Provide training and support to staff in the operation of the Geographic Information System
- Ensures and maintains security of systems
- Updates base map layers within the GIS system relating to but not limited to assessor parcel data, zoning, planning, aerial imagery, topography, impervious areas, subdivisions, water and sewer, drainage, or any other pertinent GIS layers.
- Gathers data from outside entities as needed and imports into the GIS database.
- Works with the Engineering Department to ensure a smooth transition between GIS and AutoCAD.
- Coordination and management of the Town's NPDES MS4 Stormwater Program;
- Conducts inspections and investigations when required.

- Works closely with all town departments to resolve issues.
- Cooperates, assists, and communicates timely, accurately and effectively with all departments.
- Prepares quotes, proposals, and/ or bid packages for any outside GIS related services.
- Provides recommendations for hardware/ software purchases or upgrades.
- Maintains membership in professional organizations or peer groups to maintain a current working knowledge of systems.
- Prepares, maintains, and files records and reports documenting all aspects of work
- Attend meetings as necessary.
- Assist in data management in all departmental programs
- Assist senior staff with report preparation and converts data for use by departments and the general public.
- Performs other similar or related work as assigned.

### **Recommended Minimum Qualifications**

#### **Education and Experience:**

- Bachelor's degree in G.I.S., engineering, geography, computer science, or a related field
- Minimum of two years related experience in GIS applications
- Additional experience in specialty areas preferred

#### **Special Requirements:**

- Knowledge of principles of civil engineering
- Knowledge of principles of land use law and planning
- Valid Motor Vehicle Operator's License

### **Knowledge, Ability, and Skill**

#### **Knowledge:**

- Knowledge and experience with the ArcGIS software and all associated software packages
- Thorough knowledge of civil engineering technologies and concepts
- Knowledge of federal, state, and local laws/regulations governing municipal infrastructure
- Knowledge of inspection and enforcement processes
- Knowledge and experience
- Working knowledge and skill in the operation of computers, standard office machines, and engineering devices

#### **Ability:**

- Ability to operate and maintain a Geographic Information System
- Ability to perform GPS data collections or GPS field work.
- Ability to interact in a positive and effective manner with senior staff, property owners, facility owners, citizens, and the general public.
- Ability to communicate effectively; orally and in writing.
- Ability to execute oral and written instructions in a precise manner.

#### **Skill:**

- Excellent public relations skills and ability to handle multiple tasks.
- Good judgment, and able to maintain effective communication and customer relations through courtesy, tact and sensitivity.

### **Physical and Mental Requirements**

- Moderate physical effort required when performing field work with exposure to outdoor weather conditions.
- May have to walk and climb in rough terrain
- Physical demands may require lifting of computer equipment and objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.

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## **Town Planner**

Department:	Development Services	Date:	September 2023
Reports to:	Executive Director of Development Services	Hours Worked:	35
FLSA Status			

### **Statement of Duties**

The Town Planner exercises independent judgment and initiative in the performance of highly responsible work of a complex and technical nature relative to public sector land use planning and management. The position involves the interpretation and enforcement of applicable laws, codes, regulations and policies. The Planner assists the Planning Board in the discharge of the Board's statutory and regulatory duties.

### **Description of Supervision/Supervisory Responsibilities:**

The Town Planner is appointed by the Town Manager and reports to the Executive Director of Development Services/ Town Engineer. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The Town Planner supervises one part-time meeting minute secretary.

### **Essential Functions of Job:**

- Provides support, coordination, and professional management for, and technical assistance to the Planning Board in carrying out its statutory obligations, including preparation and administration of the department budget; prepares the Planning Board's Annual Report; make presentations at Town Meeting if needed
- Assists the Planning Board in the administration and enforcement of the Subdivision Control Law, including any local subdivision rules and regulations, and any other applicable provisions of Zoning Bylaw, such as special permits and site plan review that fall under the jurisdiction of the Planning Board
- Prepares draft decisions for Board review and adoption;
- Assists the Planning Board in planning, posting, and holding meetings and public hearings; attends Board meetings and public hearings.
- Assures legal requirements are met including postings, timeframes, minutes and other records
- Responsible for facilitating the development and analysis of municipal planning programs, and evaluating such programs' potential and actual impact upon the physical, economic, and sociological conditions in Town
- Reviews and analyzes applications, plans and associated documents for technical accuracy, completeness, and compliance with the law and regulations; ensures filing fees are calculated correctly; coordinates timely review of applications by other relevant boards and departments, and by consultants

- Prepares required reports, including inspection reports, correspondence, presentations, other written material for Planning Board review; maintains Department files and information
- Reviews appropriateness and suitability of land areas with regards to zoning
- Works with the Planning Board to draft or amend zoning by-law provisions, Planning Board Rules and Regulations, town meeting warrant articles, and Board policies; Continually reviews current Zoning By-law and Zoning Districts to ensure they align with the current community goals/ objectives, local/state/ federal regulations and sound planning practices; makes recommendation for any proposed Zoning changes to the Planning Board; conducts comprehensive public outreach programs to the public for any proposed changes to the Zoning By-law, Zoning Districts and any associated regulations or policies. Confers with the Building Inspector regarding interpretation of Zoning By-laws and identify areas where difficulty exists or revisions are required.
- Provides the Town Manager monthly updates on all current and planned projects
- Acts as the Planning Board's designee in meetings with developers, attorneys, and engineers on matters relating to the development or redevelopment of commercial, industrial, and residential sites in Town
- Prepares planning support, trend analysis, maps, etc. for other departments for use in grant application, studies and reports
- Makes policy recommendations, legislative proposals and administrative initiatives to promote manageable community growth, improved Planning Board function and increased economic development
- Participates in planning activities related to issues such as affordable housing, housing plan initiatives, transportation, downtown re-vitalization, economic development, and environmental preservation. Maintains an up-to-date Housing Production Plan
- Coordinates the Town's Green Community Program; holds public outreach meetings, applies for grants associated with the Program Coordinates with the Regional Planning Agency to assure Town's inclusion in planning, policy, and funding decisions.
- Develops working relationship with State agencies and personnel to facilitate appropriate responsiveness to Town issues and interests in regional development proposals
- Serves as an information resource, researches issues, provides data; interacts and provides assistance to other Town boards and departments, state and federal agencies, on issues related to planning and development as required
- Provides input on the capital improvement plans
- Continually reports and updates the public on the status projects listed in the Town's Comprehensive Master Plan; ensures the Comprehensive Master Plan is updated to reflect the communities goals and objectives.
- Identifies available grants, prepares and submits grant applications, administers grant funds received and ensures compliance with grant requirements
- Performs similar or related work as required or assigned

#### **Minimum Competencies:**

- Thorough knowledge of all federal, state, and local laws, rules, regulations and policies pertaining to matters under the jurisdiction of the Planning Board, including but not limited to the Subdivision Control Law and the Zoning Act
- Thorough knowledge of modern principles and practices relating to municipal land use and comprehensive planning

- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, project applicants, attorneys, engineers, and/or the public
- Ability to enforce and interpret laws and regulations firmly, tactfully, and impartially
- Ability to interpret technical data, read engineering maps and plans, critically analyze information
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational and analytical skills; detail oriented, takes initiative, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage the Department budget
- Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel). Experience with GIS software preferred.
- Honesty, reliability, discretion, and good judgment essential

#### **Education and Experience/Other Requirements:**

- Bachelor's Degree in Community Planning, Public Administration, or other related field required; Master's Degree preferred
- 10 years municipal planning experience preferred; supervisory and administrative experience desired; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- American Institute of Certified Planners (AICP) preferred
- Valid Massachusetts Driver's License, and satisfactory driving record, required

#### **Physical Requirements:**

*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.*

*This position is primarily an office-based job in a dynamic municipal setting, with some off-site field work to conduct inspections. Field work is conducted under varying conditions, with exposure to some occupational risks, and requires local travel. Light physical effort required while conducting field work; must be able to access all areas of inspection site, which can include hard-to-reach areas or areas of limited space. Lifts/moves objects and weighing up to 10 pounds.*

*While performing the duties of the Town Planner, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, project applicants, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office and off-site properties/facilities. Will be required to work outside of normal business hours to accommodate evening office hours, seasonal fluctuations, and off-site appointments; will be required to attend night meetings as needed.*

**Work Location:**

Town Hall: Development Services

**FLSA status**

This position is exempt under the Fair Labor Standards Act.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.*

Date adopted/revised: September 2023



## **TOWN OF STOUGHTON**

### **BUILDING COMMISSIONER**

Department:	Development Services	Date:	9-18-2023
Reports to:	Building Commissioner	Hours Worked:	35
FLSA Status:	Non - Exempt		

#### **Statement of Duties**

Performs administrative, supervisory, and technical work related to the enforcement and interpretation of the State Building Code, the local zoning by-law and other applicable statutes, rules and regulations relating to building construction and design; performs all other related work as required.

#### **Supervision**

Works under the administrative direction of the Town Manager, and in accordance with applicable provisions of the Massachusetts General Laws and local ordinances. Has direct supervisory responsibility for two full time employees and six part time employees.

#### **Job Environment**

Some work is performed under typical office conditions; frequent inspection and site investigation work is performed in the field with exposure to variable weather conditions, loud noise, and the hazards associated with construction sites. Regularly operates light trucks, motor vehicles, computer, telephone, and standard office machines. Makes frequent contacts with members of the building community, property owners, the general public, state government officials, attorneys, and town departments.

#### **Essential 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.*

Reviews plans for building construction or alteration to determine compliance with state codes, local zoning by-laws and other applicable regulations; issues building permits, maintains associated logs and inspection records. Issues certificates of inspection, certificates of occupancy, notices of violations and stop work orders. Receives applications and inspects new and existing buildings and structures to determine compliance with applicable building codes, local by-laws and approved plans and permits. Ensures that all zoning requirements and requirements of other applicable by-laws are met and permits are obtained from all appropriate town boards/commissions before the issuance of a building permit. Investigates complaints of buildings and structures and vacant lands to determine compliance with applicable codes and by-laws. Issues citations and goes to court, works with the Town Attorney pertaining to letters and notices. Acts as ADA Coordinator for Town.

Responds orally and in writing to inquiries from property owners, commercial firms, the general public; explains building code regulations and by-law provisions; and explains procedures.

Confers with builders, engineers, property owners, attorneys and the general public regarding construction requirements, materials, methods and other related matters. Reviews all zoning complaints, writes letters, issues citations, conducts site visits, takes pictures and logs information.

Plans, directs, coordinates and administers the activities of the Inspections Department, which includes the activities of the electrical, plumbing, gas inspectors, and sealer of weights and measures. Prepares and manages the annual budget for the Inspection Services Department; oversees the maintenance of departmental records and departmental correspondence. Prepares and implements department policies and procedures; goals and objectives.

Inspects commercial buildings and alterations to commercial buildings under construction and upon completion monitors compliance with code requirements and approved plans; inspects all construction projects, commercial buildings, new homes, additions, garages, decks, sheds, etc. Inspects safety conditions of existing buildings; inspects places of assembly and public buildings annually.

Attends meetings of the Selectmen, Planning Board, Conservation Commission, and Zoning Board of Appeals as needed.

Issues and maintains written reports of all violations of applicable codes, local by-laws and approved plans and permits; stop work orders or other orders to remove illegal or unsafe conditions; requires the necessary safeguards during construction; requires adequate egress facilities in new and existing buildings and structures; and ensures compliance with all code requirements for the safety, health and general welfare of the public.

Performs similar or related work as required, directed, or as situation dictates. Regular attendance at the workplace is required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Four-year undergraduate degree in field related to building construction or design preferred. Five years of experience in supervision of building construction or design.

#### **Knowledge, Ability and Skill**

Expert knowledge of Massachusetts State Building Code, zoning by-laws and other applicable municipal statutes. Knowledge of accepted requirements for building construction, including fire prevention, light, ventilation, and safe egress; knowledge of sound regulation and operation of decibel meter.

Ability to read and interpret blueprints, drawings and plans and work with current technology including software programs. Ability to enforce regulations firmly, tactfully, and impartially. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to establish and maintain effective working relationships with town and state officials, members of the building community, and the general public.

### **Special Requirements**

**Physical and Mental Requirements**

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may infrequently lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges. Ability to distinguish colors. Employee must be able to access all levels of a construction site and traverse uneven terrain.

**ADDITIONAL REQUIREMENTS**

Construction Supervisor License, State certification as Building Commissioner/Inspector of Buildings, Possession of a valid motor vehicle operator's license.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.*

## **TOWN OF STOUGHTON**

### **ASSISTANT BUILDING INSPECTOR** **PARTTIME**

Department:	Building Dept.	Date:	09/14/2023
Reports to:	Building Commissioner	Hours Worked:	19
FLSA Status:	Non-Exempt		

**Statement of Duties:** Review applications for permits, inspect construction projects to insure compliance with applicable codes, inspect existing buildings periodically to insure Building Code compliance and safety.

#### **Supervision**

- Works under direct supervision of the Town Building / Zoning Commissioner who indicates the general work to be performed and outlines the services to be provided.
- Employee may exercise independent judgment and initiative in the evaluation of public safety concerns and providing technical support to the Building/Zoning Enforcement Department.

#### **Job Environment**

- Work is performed mainly outside the office for up to three-quarters of the time.
- Exposure to outdoor weather conditions with a small risk of exposure to noxious fumes, loud noises, and pathogenic substances.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **Essential 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.*

Include but not limited to the following:

- Conducts inspections of construction projects, buildings, and developments to insure compliance with applicable Federal, Massachusetts, and Town codes or regulations.
- Conducts inspections of alteration or repair projects to insure compliance with applicable Federal, Massachusetts, and Town codes or regulations.
- Conducts periodic inspections of existing buildings to insure code compliance and safety.
- Testifies in Administrative Hearings and court to enforce orders.
- Assists in data management in all departmental programs.
- Assists senior staff with report preparation.
- May be asked to perform duties during off-duty hours, including when called for emergencies.
- Performs other similar or related work as required or as the situation dictates.

#### **Recommended Minimum Qualifications**

##### **Education and Experience**

- Minimum of two years' supervisory experience of inspection code enforcement; or an equivalent combination of education and experience
- Additional experience in specialty areas preferred

##### **Special Requirements**

- State Local Inspector Certification desired.
- Eligibility for State Local Inspector Certification required.
- Certification as Local Inspector is required within 12 months of hiring date.
- Valid Motor Vehicle Operator's License

## **Knowledge, Ability, and Skill**

### **Knowledge:**

- Thorough knowledge of building and zoning laws, rules and regulations
- Knowledge of inspection and enforcement processes
- Knowledge of the State Building Code and MGL Chapters 40A and 780 CMR.
- Working knowledge and skill in the operation of computers (Word/Excel), standard office machines, hand tools, light equipment, light truck and automobile

### **Ability:**

- Ability to interact in a positive and effective manner with senior staff, property owners, facility owners, citizens, and the general public.
- Ability to communicate effectively; orally and in writing.
- Ability to execute oral and written instructions in a precise manner.

### **Skill:**

- Excellent public relations skills and ability to handle multiple tasks.
- 
- Good judgment and ability to maintain effective communication and customer relations through courtesy, tact and sensitivity.

### **Physical and Mental Requirements**

- Moderate physical effort required when performing field work with constant exposure to outdoor weather conditions.
- May have to traverse rough terrain
- Physical demands may require occasional lifting of objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**TOWN OF STOUGHTON  
CODE ENFORCEMENT  
MANAGER**

Department:	Development Serv	Date:	9-26-2023
Reports to:	Exec Dir of Dev Services	Hours Worked:	35
FLSA Status			

**Definition**

The code enforcement officer performs professional inspection work related to the enforcement and interpretation of the Code of Ordinances and other applicable codes, ordinances, and resolutions; other related work, as required.

**Essential Duties and Responsibilities**

*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.*

Establish and maintain a monitoring system throughout the Town for code enforcement cases.

Investigate reported violations of municipal resolutions, ordinances, and codes and coordinating the Town response with various Town Departments including DPW, Health Department, Police, Fire, Building and Zoning, etc.

Will investigate violations of various Town codes, by-laws, ordinances, and see to obtain compliance.

Performs inspections, maintain case files and gather supporting evidence of code enforcement cases. Prepare and present information to the Town on an as needed basis.

Make presentations to neighborhood or civic groups about the objectives and goals of the code enforcement program.

Be present in the field to proactively address code violations, including writing of citations and filing complaints in the courts when necessary.

Coordinate the response to citizens regarding complaints/violations that may involve a variety of Town Departments.

Report to direct supervisor regarding performance and suggested ways of improving operations.

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

Regular attendance is an essential duty of the job.

Supervisors and assigns tasks to the Assistant Code Enforcement Officer

### **Supervision**

Works under the administrative direction of the Executive Director of Development Services; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of codes and other regulations.

### **Work Environment**

Some work is performed in typical office conditions, some work includes inspection and site investigation work performed in the field, with exposure to variable weather conditions, loud noise and the hazards associated with construction sites. Work level may fluctuate based on the construction season and weather.

The employee operates a Town supplied automobile and standard office equipment.

The employee has extensive contact with contractors, the general public and other town officials and departments. Contact is generally by telephone, email, in person and by letter.

The employee has access to some department-oriented confidential information, such as bid documents and legal proceedings and must be considered confidential.

Work schedule will be Monday through Friday.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Advanced technical training with a minimum of three years of experience in enforcing, writing or administering regulations, building codes, zoning ordinances, municipal codes required or an equivalent combination of education and experience.

#### **Additional Requirements**

Valid Massachusetts motor vehicle operator's license with a good driving record. .

#### **Knowledge, Ability, and Skill**

Thorough knowledge of applicable municipal and state statutes, rules and regulations; general knowledge of the accepted requirements for building and site construction.

Ability to read and interpret Massachusetts General Laws and Regulations, Municipal Codes, and Zoning Regulations. Ability to communicate information to the general public and enforce regulations firmly, tactfully, and impartially; ability to interact appropriately with the general public and members of the building community, communicate effectively in written and oral form, multi-task, and manage.

Must possess computer experience, communication and public relations skills, and be organized.

**Physical Requirements**

Minimal physical effort is required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate equipment, stoop and bend; must be able to access all areas of a construction site. Vision requirements include the ability to read and analyze documents and plans, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



**TOWN OF STOUGHTON  
PROGRAM ADMINISTRATOR I  
BUILDING DEPARTMENT**

Department:	Development Services	Date:	9-18-2023
Reports to:	Building Commissioner	Hours Worked:	35
FLSA Status:	Non - Exempt		

**STATEMENT OF DUTIES:**

Highly skilled administrative work in assisting the Building Department in discharging the duties of their office; all other work as required.

**SUPERVISION:**

Works under the administrative direction of the Office Administrator for Development Services. Generally, establishes own work plan and priorities. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied and responsible complex functions requiring a thorough knowledge of departmental operations.

**JOB ENVIRONMENT:**

Most work is performed under typical office conditions. Operates computer and general office equipment, such as a personal computer, calculator, copier, and telephone.

Makes frequent contact with officials, department heads, other employees, and state, federal and local agencies. Also makes regular contact with the general public, in-house personnel and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings. Good communications skills with the general public is a priority.

Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

**ESSENTIAL 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 oral logical assignment to the position.*

Answers inquiries, routes requests and addresses complaints from the general public, providing information and making referrals to department manager or Office Administrator and other departments as necessary.

Explains procedures, regulations and/or policies based on knowledge of Town Government.  
Must use initiative in providing assistance.

Provides assistance to the department's manager as required.

Assists senior management in fulfilling their responsibilities. Coordinates activities of the department with others. Provides any information which may be helpful in accomplishing duties.

Has access to all department confidential information, such as personnel records, bid proposals, reports, litigation documents, collective bargaining/union grievances, labor relations documents and other confidential communication between Town and legal counsel, department heads and citizens, employees, and other outside agencies.

Maintains accurate and organized records for all pending, ongoing, and completed permits and inspections within the department. Ensures all permits and inspections are being processed in a timely manner and all deadlines are met. Maintains all office files including records of all payments.

Effectively able to communicate with the general public as well as town, state, and federal officials in a professional manner. Communicates effectively, orally and in writing.

Works on multiple projects or tasks at any given time.

Computer and word processing skills including Microsoft Word, Excel, Google programs.  
Creates and maintains multiple databases and spreadsheets

Familiar with Town bylaws, other policies, and current legislation which may affect the Town operations.

Assists in the preparation of official document and correspondence to ensure accuracy and compliance with local and state laws and policies.

Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date. Updates the department's webpage.

Performs other related duties as required.

#### **SPECIALIZED FUNCTIONS:**

*The 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 logical assignment to the position.*

- Receives and processes applications for permits and inspections;
- Maintains records of payments;
- Performs electronic scanning of approved plans;
- Effectively communicates with the public in a professional manner;
- Ability to multi-task;

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

### **Education, Training, and Experience:**

Associate Degree and a minimum of three (3) years of experience or any equivalent combination of education, professional training and experience. Bachelor's Degree preferred.

### **Knowledge, Ability, Skill**

**Knowledge:** Thorough knowledge of business practices, records management, municipal procedures, office terminology, and equipment. Working knowledge of state laws, local bylaws and town government procedures. General knowledge of computers and electronic data processing. Working knowledge of applicable office software programs.

**Ability:** Ability to deal effectively and appropriately with the general public as well as town, state, and federal officials. Ability to communicate effectively, orally and in writing. Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner. Ability to use a personal computer and related office software. Ability to work effectively under time constraints to meet deadline. Ability to work independently and manage multiple unrelated projects at one time. Ability to maintain highly confidential information. Ability to use advanced computer and word processing skills including Microsoft Word, Excel, Google programs. Ability to create and maintains multiple databases and spreadsheets.

### **Physical Requirements**

Minimal physical effort generally required in performing administrative, counseling duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision and to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **TOWN OF STOUGHTON**

### **TOWN SANITARIAN**

Department:	Department of Health	Date:	September 2023
Reports to:	Director of Development Services	Hours Worked:	35
FLSA Status:			

**Statement of Duties:** Professional, administrative, technical and inspection work in operating the town's public health programs and enforcement of public health laws and regulations; all other related work as required

#### **Supervision**

- Works under direct supervision of the Town Manager; works in accordance with applicable provisions of the Massachusetts General Laws and Town bylaws.
- Performs varied, responsible duties requiring comprehensive knowledge of public health laws and regulations.
- Employee must exercise independent judgment and initiative in the evaluation of public health and environmental health concerns and may provide technical support to the Board of Health.
- Supervises one to two employees.

#### **Job Environment**

- Work is performed mainly outside the office for approximately 50% of a routine day.
- Exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Has access to confidential information, including pending health-related law suits, criminal investigations and other sensitive information.
- Required to attend night meetings and work on weekends, as needed. On call 24/7 for emergency situations.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **Essential 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.*

Include but not limited to the following:

- Enforces state and local public health laws and regulations.
- Reviews and inspects septic system designs and installations in accordance with the state Title V regulation.
- Assist with monitoring underground storage tanks; monitoring innovative septic systems

- Conducts code inspections of food establishments, housing, licensed recreational day camps, Tobacco, Tanning facilities, public or semi-public swimming pools, and housing according to the appropriate Federal, Massachusetts, or local regulation.
- Educates license holders or consumers of policies or requirements of these Health regulations and policies
- Conducts investigations of public health nuisance complaints
- Conducts water sample collection from private wells and public water supplies,
- Assists with scheduling and processing of the analysis of water samples for bacteriological or inorganic chemical parameters.
- Files and records of inspection reports documenting all inspection findings
- Prepares written orders and notifies responsible parties of violations
- Creates and maintains a surveillance system to monitor the health status of the population to assure the quality of the town's public health activities.
- Supervises the observance of quarantine regulations; organizes and assists in the administration of clinics and similar prevention.
- Attend meetings of the Board of Health
- Testifies in Administrative Hearings and court to enforce Board of Health orders
- Trains, supervises and conducts annual performance evaluations for employees in the department.
- Assists in the preparation of official documents, correspondence and purchase orders to ensure compliance with local and state laws and policies; maintains detailed and accurate files.
- Assist in data management in all departmental programs
- Assist in coordinating events as needed.
- May be asked to perform duties during off-duty hours including when called for emergencies.
- Performs other similar or related work as required or as the situation dictates.
- May perform duties during other hours not considered to be part of the normal work day

### **Recommended Minimum Qualifications**

#### **Education and Experience**

- Bachelor's degree in public health, environmental health, sanitary or biological sciences or related field required;
- Minimum of five years field experience in public health preferred
- Additional experience in specialty areas preferred
- Equivalent combination of education and experience

#### **Special Requirements**

- Massachusetts Registered Sanitarian (R.S.) or eligible for Registered Sanitarian (R.S.) within 12 months
- Soil Evaluator, Food Sanitation, Certified Pool Operator certifications preferred
- Valid Motor Vehicle Operator's License

### **Knowledge, Ability, and Skill**

#### **Knowledge:**

- Thorough and expert knowledge of federal, state, and local laws, rules and regulations pertaining to public health, environmental safety, and sanitation.

- Thorough knowledge of approved methods and equipment used in handling food and milk
- Thorough knowledge of inspection and enforcement processes
- Knowledge of the sanitary code, housing code, and restaurant code
- Working knowledge and skill in the operation of computers (Microsoft Office), standard office machines, hand tools, light equipment, light truck and automobile
- Knowledge and skill in the operation of water sampling equipment, dissolved oxygen meter, conductivity meter pH and temperature meters, food service monitoring equipment and swimming pool test kits.

**Ability:**

- Ability to enforce and interpret regulations firmly, tactfully and impartially
- Ability to interact in a positive and effective manner with senior staff, co-workers, property owners, facility owners, citizens, and the general public.
- Ability to communicate effectively; orally and in writing.
- Ability to execute oral and written instructions in a precise manner.
- Ability to use a computer, a telephone and standard office equipment

**Skill:**

- Excellent public relations skills and ability to handle multiple tasks.
- Excellent planning and organizational skills.
- Good judgment, and able to maintain effective communication and customer relations through courtesy, tact and sensitivity.

**Physical and Mental Requirements**

- Minimal physical effort generally required in performing administrative inspection duties; moderate physical effort required when conducting field inspections during all types of weather conditions.
- May have to walk and climb in rough terrain
- Physical demands may require occasional lifting of objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.
- Specific vision requirements include close vision, distance vision, identify and distinguish colors and to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **TOWN OF STOUGHTON**

### **ASSISTANT TOWN SANITARIAN/CODE ENFORCEMENT OFFICER**

Department:	Development Services	Date:	9-26-2023
Reports to:	Exec Dir of Dev Services	Hours Worked:	35
FLSA Status			

#### **Statement of Duties**

Review applications for permits, inspection and technical work in the enforcement and interpretation of applicable Town regulations, Zoning By-Laws and State codes relating to public health and environmental health to insure compliance and safety.

#### **Supervision**

- Works under direct supervision of the Executive Director of Development Services who indicates the general work to be performed and outlines the services to be provided.
- Employee may exercise independent judgment and initiative in the evaluation of public health and environmental health concerns and may provide technical support to the Board of Health and the Building/Zoning Enforcement Department.

#### **Job Environment**

- Work is performed mainly outside the office for approximately 50% of a routine day.
- Exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **Essential 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.*

Include but not limited to the following:

- Conduct code inspections of food establishments, housing, licensed recreational day camps, Tobacco, Tanning facilities, public or semi-public swimming pools, and housing according to the appropriate Federal, Massachusetts, or local regulation.
- Help develop, conduct and evaluate inspection procedures, frequencies and follow-up actions.
- Interpret findings and work with building owners, occupants and other interested parties to formulate action plans for improvement.
- Assist with water sample collection from public or semi-public beaches.
- Interpret the Stoughton Zoning By-Law and answer public inquires involving the By-Law.

- Conduct investigation of public health nuisance complaints and of possible zoning ordinance or other land use violations, and initiate appropriate action to ensure compliance as necessary.
- File and record inspection reports documenting all inspection findings.
- Prepare written orders and notify responsible parties of violations.
- Work closely with the Fire and Police Departments to resolve issues of non-compliance.
- Refer permits to appropriate boards or agencies for action.
- Calculate fees, and issue permits when appropriate.
- Prepare and maintain records and reports of all Board of Health and Building/Zoning Enforcement Department actions and performs other work as required by law or ordinance.
- Attend meetings of the Board of Health, Board of Selectman, Planning Board and Zoning Board of Appeals as necessary.
- Testify in Administrative Hearings and court to enforce orders.
- Assist in data management in all departmental programs.
- Assist senior staff with report preparation.
- Assist in coordinating events as needed.
- May be asked to perform duties during off-duty hours including emergency calls.
- Performs other similar or related work as required or as the situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree in public health, environmental health, Public Administration, engineering or related field required;
- Minimum of three years' field experience in public health & code enforcement preferred.
- Additional experience in specialty areas preferred.
- Equivalent combination of education and experience.

### **Special Requirements**

- Massachusetts Registered Sanitarian (R.S.) or eligible for Registered Sanitarian (R.S.) preferred.
- Soil Evaluator, Title 5 Inspector, Food Manager, Certified Pool Operator certifications preferred
- Valid Motor Vehicle Operator's License

## **Knowledge, Ability, and Skill**

### **Knowledge**

- Knowledge of public health, environmental and zoning laws, rules and regulations.
- Knowledge of inspection and enforcement processes.
- Knowledge of the sanitary, housing and food codes.
- Working knowledge and skill in the operation of computers (Microsoft Office), standard office machines, hand tools, light equipment, light truck and automobile.
- Knowledge and skill in the operation of water sampling equipment, dissolved oxygen meter, conductivity meter pH and temperature meters, food service monitoring equipment and swimming pool test kits.

### **Ability**

- Ability to interact in a positive and effective manner with senior staff, co-workers, property owners, facility owners, citizens, and the general public.
- Ability to communicate effectively; orally and in writing.



- Ability to execute oral and written instructions in a precise manner.

#### **Skill**

- Excellent public relations skills and ability to handle multiple tasks.
- Good judgment and able to maintain effective communication and customer relations through courtesy, tact and sensitivity.

#### **Physical and Mental Requirements**

- Moderate physical effort required when performing field work with constant exposure to outdoor weather conditions.
- May have to walk and climb in rough terrain
- Physical demands may require occasional lifting of objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**TOWN OF STOUGHTON**  
**SENIOR CLERK II - BOARD OF HEALTH**

Department:	Development Services	Date:	9-26-2023
Reports to:	Town Sanitarian	Hours Worked:	35
FLSA Status			

**STATEMENT OF DUTIES:**

Highly skilled administrative and supervisory work in assisting various Board or senior management in discharging the duties of their office; all other work as required.

**SUPERVISION:**

Works under the administrative direction of senior management or senior Board staff. Generally, establishes own work plan and priorities. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied and responsible complex functions requiring a thorough knowledge of departmental operations.

Exercises considerable judgment in supervising subordinate staff; supervisory duties may include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems; and recommending the discipline and discharge of employees as appropriate.

Exercises considerable judgment and initiative in coordinating the activities of the Board or department in assisting the public and in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

**JOB ENVIRONMENT:**

Most work is performed under typical office conditions. Operates computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone.

Makes frequent contact with officials, department heads, other employees, and state, federal and local agencies. Also makes regular contact with the general public, in-house personnel and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings.

Has access to highly confidential information, personnel records, bid proposals, reports and personal information regarding citizens receiving services from the department. Has access to litigation and billing documents, and to confidential communication from legal counsel, department heads and citizens, employees and other outside agencies.

Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

### **ESSENTIAL 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 logical assignment to the position.*

Answers inquiries, routes requests and addresses complaints from the general public, providing information and making referrals to department manager and other departments as necessary. Explains procedures, regulations and/or policies based on knowledge of Town Government. Must use initiative in providing assistance.

Provides assistance to the department's manager or Board as required. Has frequent encounters with Board members and is responsible for addressing their needs and questions as they arise in the absence of senior staff.

Assists senior management in fulfilling their responsibilities. Coordinates activities of the Board or department with others. Serves as a sounding board on various issues. Provides any information which may be helpful in accomplishing duties. Assists Board staff or senior management on policy matters and offers advice on all matters affecting departmental operations.

Has access to all department confidential information, such as personnel records, bid proposals, reports, litigation documents, collective bargaining/union grievances, labor relations documents and other confidential communication between Town and legal counsel, department heads and citizens, employees, and other outside agencies.

Gathers background information on issues, as directed. As requested, researches operations of Town government. Provides coordination for special projects or special events as assigned.

Maintains and administers departmental budgetary accounts, payroll, and bills payable, and generates purchase orders. Prepare monthly vouchers as assigned.

Supervises departmental employees and volunteers; coordinates and maintains all salary, overtime, and attendance information in compliance with Town's procedures, contractual and statutory obligations.

Maintains daily departmental scheduling of assignments; processes vacation and other shift adjustments, in accordance with departmental manning procedures.

Screens applications and interviews candidates to either make selection decisions or recommend individuals for hire. Trains new and continuing employees on departmental procedures and processes.

Independently conduct performance evaluations, including communication with subordinates. Advise management on revising established performance standards or on setting new performance standards.

Make recommendations for employee salary increases including merits and reclassifications.

Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submits/recommends same to higher level management.

Provides administrative support to the Department and/or Board, preparing agenda information and gathering background files for action items; prepares all necessary correspondence and follow-up actions. Prepares minutes of all meetings for approval. Posts meetings as required under Open Meeting Law. Maintains all office files and records; and coordinates use of Town Hall with the Town Clerk.

Familiar with Town bylaws, other policies, and current legislation which may affect the Town operations.

Assists in the preparation of official document and correspondence to ensure accuracy and compliance with local and state laws and policies.

Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date. Updates the department's or Board's webpage.

Performs other related duties as required.

### **SPECIALIZED FUNCTIONS:**

*The 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 logical assignment to the position.*

Administers procedures for licenses under jurisdiction of Board of Health, reviewing applications for completeness, scheduling and posting hearings, preparing approvals for appropriate signatures and issuing approved licenses; maintains records of all licenses issued by the Board; mails renewal reminders, receives fees and maintains accounting records.

Establishments of:

- Food/Retail/milk & Cream/Frozen dessert
- Caterers
- Tanning
- Mobile Food operators
- Camp operators
- Pools/whirlpools
- Installers
- Septic/grease haulers
- Lodging houses
- Hotels/Motels
- Mobile Park home
- Tobacco retailers

Administers licenses and permits for new businesses and Temporary Food operators as needed

Files and assists in the preparation of official documents, reports, complaints, and official correspondence to ensure accuracy and compliance with local and state laws and policies. Prepares BOH agenda information and background files. Posts meetings as required under Open Meeting Law. Responsible for attending BOH meetings and typing meeting minutes.

Updates excel manifest for MWRA and logs of Board of Health inspections and pumping records – grease and septic for residents and business owners

Acts as contact person for residents regarding Mosquito Control information

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

### **Education, Training, and Experience:**

Associate Degree and a minimum of three (3) years of experience or any equivalent combination of education, professional training and experience.

Bachelors Degree and one (1) year management experience preferred.

### **Knowledge, Ability, Skill**

**Knowledge:** Thorough knowledge of business practices, records management, municipal procedures, office terminology, and equipment. Working knowledge of state laws, local bylaws and town government procedures. General knowledge of computers and electronic data processing. Working knowledge of applicable office and financial software programs.

**Ability:** Ability to deal effectively and appropriately with the general public as well as town, state, and federal officials. Ability to communicate effectively, orally and in writing. Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner. Ability to use a personal computer and related office software. Ability to work effectively under time constraints to meet deadline. Ability to work independently and manage multiple unrelated projects at one time. Ability to maintain highly confidential information. Ability to use advanced computer and word processing skills including Microsoft Word, Access, Excel, Publisher, Outlook; advanced database skills including creating and maintaining multiple databases and spreadsheets.

### **Physical Requirements**

Minimal physical effort generally required in performing administrative, counseling duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision and to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **TOWN OF STOUGHTON**

### **PART TIME SECRETARY**

Department:	Development Services	Date:	9-26-2023
Reports to:	Exec Dir of Dev Services	Hours Worked:	Less than 19
FLSA Status			

**Statement of Duties:** Performs general secretarial services and recording duties for the Engineering Department and various Boards/ Commissions.

#### **Supervision**

- Works under direct supervision of the Town Engineer who indicates the general work to be performed, outlines the services to be provided, and establishes work priorities/ deadlines.

#### **Essential functions**

Include but not limited to the following:

##### **Secretarial Duties:**

- Provides general secretarial services for the Environmental Affairs Officer and provides administrative support services and assistance to the Engineering Department. This will include but is not limited to preparing and typing letters, memos, e-mails, making copies, file organization and management and greeting customers;
- Assists the office when needed with telephone or in-person inquiries at the front desk;
- Performs other similar or related work as assigned.

##### **Meeting Minute/ Recording Duties:**

- Coordinates and prepares agendas with the Environmental Affairs Officer for all Conservation Commission meetings. Posts and files notices of all meetings as required by the statute and emails Commission members of the meeting/hearing. May perform similar duties for the other Boards/ Commissions as directed.
- Attends all meetings of the Conservation Commission or other Boards/ Commissions as directed, normally every other week.
- Takes, transcribes, and distributes minutes of the meeting and hearings for the Conservation Commission or other Boards/ Commissions as directed.
- Prepares and distributes packets for meetings as requested.
- Prepares legal notices; submits to newspaper, Town Clerk and applicants within statute timelines
- Maintains files of all paperwork generated from the meeting and follows state retention guidelines.
- Types meeting minutes of tape-recorded Public Hearings or Meetings
- Secures and maintains recording equipment. Ensures equipment is fully functional for meetings;
- Reserves meeting room at the direction of the Town Engineer or Environmental Affairs Officer.
- Performs other similar or related work as assigned.

#### **Recommended Minimum Qualifications**

##### **Education and Experience:**

- High School diploma
- Minimum of two years of experience in performing standard secretarial functions preferred
- Experience with meeting minute transcribing and recording desired

- Experience with municipal boards and commissions desired
- Knowledge of local and state environmental permitting desired
- Knowledge of principles of land use law and planning

**Special Requirements:**

- Valid Motor Vehicle Operator's License

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