

Town of Chesterfield Code Enforcement

The Code Enforcement Officer shall be knowledgeable in building construction practices and procedures, including building codes, fire codes, plumbing codes, the National Electric Code, Life Safety Code, and mechanical codes and systems. The Code Enforcement Officer shall be knowledgeable with regard to statutes, pertinent to building code enforcement. The Code Enforcement Officer shall be able to read and interpret blueprints, construction plans and other documents be able to perform inspections of construction and building sites and exercise independent judgment and discretion. The Code Enforcement Officer shall possess excellent research and organizational skills, be able to manage his/her time effectively and balance competing demands. Be able to communicate effectively, both orally and in writing and shall be able to work professionally with other employees, Select Board, Planning Board, Zoning Board of Adjustment as well as members of the general public. The Code Enforcement Officer shall also be able to organize and direct meetings regarding plan and code issues with owners, contractors, architects and others, especially in potentially adversarial and confrontational situations. The Code Enforcement Officer shall also be able to delegate, assign, direct and evaluate the work of the Health Code Inspector. Shall participate in continuing education and secure a minimum of 10 C.E.U. each year.

TYPICAL DUTIES: The following are some of the typical duties of the Code Enforcement Officer. It is not intended to be exclusive of other related duties which may be required from time to time:

- Discusses code enforcement issues with the contractors, developers and other public and private property owners.
- Inspects and enforces ordinances and codes in response to citizen complaints.
- Reviews subdivision, site and other plans as required and advises the Select Board of zoning violations, and may attend. Planning and Zoning Board meetings to explain reasons for decisions made.
- Communicates with Selectboard on a weekly basis through Tracker form and file hosting service updated weekly.
- Conducts inspections of new construction, septic and water systems and other related areas through the town at progressive steps to ensure conformance to codes and zoning ordinances.
- Attends Planning and Zoning Board meetings to inform the board and testify with regard to code compliance determinations and enforcement actions.
- May be required to participate in fire department and/or emergency management activities involving safety assessment, hazard abatement, and protection of life, safety, and property.
- Reads and interprets blueprints, construction drawings, building plans, and other documents. • Evaluates plans and designs for compliance with applicable codes.
- Determines areas of compliance deficiency evaluates and prescribes corrective and/or remedial action. Performs site inspections.
- Prepares written findings and correspondence regarding, compliance determinations, reports of compliance and enforcement issues and actions, activity reports, and other reports and correspondence as needed and /or required.

- Schedules, organizes, and directs meetings with other town employees, owners, contractors, architects and engineers with regard to plans, designs, codes, code compliance issues and actions.

MINIMUM QUALIFICATIONS Appointees to the position of Code Enforcement Officer must possess the following minimum qualifications:

- Five (5) years' experience as an architect, engineer, building inspector, or building contractor, two (2) years of which shall have been in a supervisory capacity.
- Two (2) years of college or technical coursework in building technology, architecture, or engineering, or
- Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- A valid driver's license in the state of appointee's residence.
- Be certified by the International Code Council as a Certified Building Official or achieve certification within 1 year of employment.

Please Contact:

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