



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL BIDS

NOTICE

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Planning and Redevelopment	Zoning & Code Enforcement	Operations Supervisor Zoning and Code Enforcement	Pay Range: T08- \$45,815.85-\$52,600.41

Scheduled Hours: **8:30 a.m. – 4:30 p.m.**

Please submit the following: a cover letter, resume; City of Pawtucket employment application, which can be found at www.pawtucketri.com under job opportunities; Copies of all diplomas, required certifications and licenses.

Please email your entire packet to: HR@pawtucketri.com. Please put "Operations Supervisor" in the subject line.

MINIMUM REQUIREMENTS:

- **Bachelor's Degree** from four-year college or university or **five (5) years related experience and/or training or equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.**
- **Supervisory/management experience**
- **Extensive knowledge and proficiency of Microsoft Office software such as: Microsoft Word, Excel and Outlook.**
- **Knowledge of State Building Codes, municipal Zoning Ordinances, as well as all other related standardized codes is preferred.**
- **Working knowledge of permit-tracking software programs is preferred.**
- **Ability to utilize other technology in the performance of duties, such as digital cameras or tablet computers, also preferred.**
- **Driver's license.**
- **Certification as a Building Official in the State of Rhode Island, or ability to obtain certification after hire date is preferred.**
- **Bi-lingual preferred.**

Must have and maintain Certification as a Building Official in the State of RI for the specific category mandated by the State. If without certification upon hiring, he/she must obtain certification after hire date.

Job Specifications are posted in the Personnel Division for your review
Candidates must meet minimum qualifications as stated in job description

Application Period: July 18, 2018 – Until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: OPERATIONS SUPERVISOR
ZONING AND CODE ENFORCEMENT
Department: ZONING AND CODE ENFORCEMENT
Reports To: DIRECTOR OF PLANNING AND DEVELOPMENT
Pay Grade: T08
Prepared By: SM, Planning Director
Prepared Date: JUNE, 2015
Approved By: Dylan Zelazo, Deputy Director of Administration
Approved Date: DEC. 2000
Revised: June, 2018

SUMMARY

Works under the direction of the Director of Planning and Assistant Director of Planning to manage, oversee, supervise and direct all property code inspections including supervision of zoning, housing and environmental inspections and other areas as assigned. Oversees the preparation of Zoning Board of Appeals (BOA) applications. Has principal responsibility for case preparation and prosecution of all code violations in Municipal Housing Court. Responsible for other duties as assigned. Position demands high accountability for careful and complete analysis prior to decision-making. Position has considerable communication with developers, engineers, design professionals, BOA, City Council and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Including the following, others may be assigned:

- Manages all aspects of Environmental, Housing and Zoning Code complaints, violations, citations, and Municipal Court process. Direct supervision and assignment of environmental and housing inspectors. Organizes workloads and staff assignment; trains, motivates and evaluates assigned staff; reviews progress and directs change if needed.
- Chief responsibility for matters dealing with the Municipal Housing Court, including the preparation, prosecution and resolution of cases.
- Manages the implementation of technology upgrades (hardware and software) in the inspection process.

- Conducts inspections of properties to determine code compliance to city ordinances and State building codes pertaining to buildings, zoning, health and safety, sanitation, and non-residential structures, including, but not limited to, signage, communications, towers, premises, excluding technical areas, such as plumbing, mechanical and electrical.
- Oversees the investigation of complaints received from city residents, councilors, and referrals from other departments regarding buildings, zoning, health, safety, and sanitation and reports findings to the Director and Assistant Director.
- Serves as the Minimum Housing Code Hearing Officer and non-residential structures Hearing Officer where property owners have appealed a citation issued to them for Ordinance violations; notifies property owners of hearing dates and renders written decisions concerning the same, and files records concerning the same.
- Receives, researches, and prepares certificates of zoning compliance, property classification forms, Zoning Board applications, building permit applications, certificates of occupancies, and related documents.
- Prepares and records releases of housing standard violations in City land evidence records.
- Makes referrals to the Building Official, electrical and plumbing inspectors when necessary.
- Prepares written reports and citations and delivering the same as required. Prepares other necessary paperwork as required.
- Interprets technical inquiries received from property owners, attorneys, architects, engineers, developers, business owners, financial institutions and the general public.
- Responsible for receiving and acting on zoning and nuisance complaints including any required investigations, a written notice and for maintaining a database with status of each complaint.
- Responsible for doing the research and analysis for certificates of zoning compliance and property classification forms.
- Acts as system administrator of the software used for permits – inspections and software used for tracking citizen complaints. Recommends and evaluates IT solutions and platforms for new or improved software solutions to manage related data and records.
- Establishes and evaluates monitoring and evaluation systems to ensure consistent delivery of client-focused services to the public.
- Collaborates with division leaders, community representatives and other entities to develop and recommend organizational or system changes, as necessary, to maintain or enhance quality, client-focused services.
- Reports to the Director and Assistant Director any problems that affect the work of the division.

- May work in conjunction with the Public Works Department, Police Department, Engineering Department and divisions within Zoning and Code Enforcement.
- Assists the Building Official in his duties and serve as alternate Building Official, as necessary.
- Other related duties as assigned.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

- Bachelor's Degree from a four-year college or university or five (5) years related experience and/or training or equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Supervisory/management experience
- Extensive knowledge and proficiency of Microsoft Office software such as: Microsoft Word, Excel and Outlook.

ADDITIONAL EDUCATION and/or EXPERIENCE

- Knowledge of the State Building Code, municipal Zoning Ordinances as well as all other related standardized codes is preferred.

Working knowledge of permit-tracking software programs is preferred.

Ability to utilize other technology in the performance of duties, such as digital cameras or tablet computers, also preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret codes, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Bi-Lingual preferred

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

Certification as a Building Official in the State of Rhode Island, or ability to obtain certification after hire date is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually loud.