

Town of West Boylston

Job Description

Position Title:	Department Assistant	Hours Worked/Week:	22.5
Department:	Building Department	Reports to:	Building Inspector

DEFINITION

The position is responsible for providing administrative support for the Building/Zoning Department and its Inspectors.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Processing/issuing/creating permits, and ensuring all supporting documentation is submitted
- Maintains accurate files for all permits, building plans, and inspections
- Performs financial tasks for the department such as payroll, fee collection, and running reports
- Maintains all files relating to ongoing Board of Appeals permit applications and findings, Planning Board Actions, Board of Health Actions, and Conservation Commission hearings
- Files notification from insurance carriers of property owner's loss
- Distributes yearly renewal notices for sign and mandatory inspection letters
- Assists businesses in explanation of and issuance of the proper applications for compliance with the State Building Code
- Takes requests for inspections of building, wiring, plumbing and gas inspectors

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

N/A

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

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COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with outside organizations, builders, real estate brokers, and attorneys. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Works with limited confidential information such as bid proposals, citations, occasional litigation, computer system networks and/or security, etc., which, if disclosed, might adversely affect operations, employee morale, create adverse public relations or otherwise be legally inappropriate.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and 1 to 3 years of experience in a related field; or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Position requires ability to quickly gain a general knowledge of the Zoning Bylaws of the Town of West Boylston and the General Bylaws of the Town of West Boylston essential to the position. Knowledge of the fee schedule for the various permits and how they are calculated is essential to inform permit applicants. The position requires the ability to perform word processing and permit tracking through the use of computers. Ability to manage multiple projects as assigned. Ability to complete assigned tasks during varying periods of interruption.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

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Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely working at a computer and reading documents for general understanding and analytical purposes.

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.