

TOWN OF HUDSON, NH FIRE DEPARTMENT



INVITES YOUR INTEREST FOR THE POSITION OF
**ZONING ADMINISTRATOR/CODE
ENFORCEMENT OFFICER**



Fire Chief Robert M. Buxton
Hudson, NH Fire Department
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Hudson, NH 03051
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OVERVIEW OF THE FIRE DEPARTMENT

The Hudson Fire Department is comprised of 51 full-time members and 4 call members and serves a residential population of 24,467 and is ranked tenth among New Hampshire's incorporated cities and towns. Organizationally we provide services to a geographical area of over 28.5 square miles of land and 0.8 square miles of inland water area. That service area includes residential, commercial, and rural areas.

The Hudson Fire Department provides the following services: Fire Suppression, Emergency Medical Services, Technical Rescue, Emergency Management, Hazardous Materials Mitigation, Public Education, Fire Prevention, Zoning/Code Enforcement, Commercial and Residential Building Inspections and Permitting Services, First Aid, CPR and Fire Extinguishment Training.

CORE VALUES

We hold ourselves to the following core values:

PRIDE = Professionalism * Respect * Integrity * Dedication * Empathy

VISION STATEMENT

Organizationally, we have set a vision to empower our organization with the knowledge, abilities and resources to meet the ever changing challenges that face our community.

MISSION STATEMENT

Prepare * Prevent * Protect

DESIRED CHARACTERISTICS

In an effort to build a cohesive team, Chief Buxton is looking for the following qualities:

- **Leaders** who are not only effective managers, but also have the vision, discipline and skills to achieve strategic goals.
- **Team Players** who foster collaboration at all levels of the organization.
- **Team Builders** who make it a priority to empower, coach, mentor and recognize staff for their accomplishments.
- **Role models** who personally demonstrate the integrity and work ethic that inspires public confidence and motivates staff to do their best.
- **Public servants** who are passionate about building an effective and efficient organization.

The Zoning Administrator/Code Enforcement Officer will be a proven leader with a wide range of experience. The successful candidate will be expected to participate in planning activities for the Inspectional Services Division. The ability to work as a member of a team and support the values, vision and mission of the Hudson Fire Department is a must.

The Zoning/Code Enforcement disciplines are part of the Inspectional Services Division, which is responsible for construction permitting and inspecting. It is the expectation that the applicant will be a proven hands on leader who can work in a team environment. The division collectively works each day to meet the goals of the Town of Hudson.

QUALIFYING EXPERIENCE AND EDUCATION

1. Thorough knowledge of State laws and Town ordinances, regulations, policies and procedures pertaining to zoning and code enforcement.
2. Ability to read site plans and tax maps, ability to plan and exercise judgment in resolving new or changing problems, ability to formulate decisions and maintain records of the department 's operations; ability to prepare comprehensive studies, analyze problems, prepare and present technical and statistical reports, and formulate recommendations; ability to negotiate and resolve disputes effectively; ability to communicate effectively, both orally and in writing.
3. Ability to explain and instruct the general public, employees and other Town officials regarding zoning ordinances and code enforcement requirements.
4. Ability to establish and maintain effective working relationships with Town and regulatory officials, departmental employees and the general public.
5. Bachelor 's degree is desired.
6. Five years experience in zoning, code enforcement, engineering, construction, building or related fields; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
7. Must possess a valid driver 's license.
8. Must have a good working knowledge of computers. At a minimum must be proficient with Microsoft Office, including Excel and Word. Working knowledge of GIS systems and Microsoft Project.

COMPENSATION AND BENEFITS

The starting salary is \$70,499.

This is a full-time permanent position and is covered under the Hudson Police, Fire and Town Supervisors Association.

The highly competitive benefits package includes the Group 1 New Hampshire Retirement System Plan, generous paid time off, 11 paid holidays, a flexible benefits plan including health and dental coverage.

SUBMITTAL REQUIREMENTS

The closing date for applications is 4 PM on Friday, October 9, 2015. Applicants may obtain a copy of the full position job description and application for employment by visiting www.hudsonnh.gov or by contacting:

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