



# TOWN OF MENDON

Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
Telephone: (508) 473-2312 Fax: (508) 478-8241

**Building Department**

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**8/2/16**

## **Position Opening-**

### **Zoning Enforcement Officer– Grade M5**

Position is responsible for performing technical and administrative work to assist the Building Inspector with the compliance with Zoning bylaws and laws. Incumbent is required to perform all similar or related duties. Inspect for compliance with zoning bylaws and laws. Educates residents and businesses about zoning requirements. Enforces zoning requirements as needed. Generates data and records documenting work performed to be reviewed by Building Inspector. Attends hearings as needed. Full job description available upon request.

Qualifications: High School diploma or equivalent with coursework in a job related area of study and three to five years of experience in zoning, planning, inspection or related municipal field, or any equivalent combination of education and experience. Driver's license with a good driving record required. Knowledge of blue prints, property maps and general laws.

Part Time. 10-15 hours per week. \$20.00-\$26.40 per hour DOQ. Please submit letter of interest, resume and three references to Town Administrator, Mendon Town Hall, 20 Main Street, Mendon, MA 01756 or [knewman@mendonma.gov](mailto:knewman@mendonma.gov) by August 19th, 2016 AA/EEO/ADA.