

TOWN OF GEORGETOWN

MEMORIAL TOWN HALL
1 LIBRARY STREET
GEORGETOWN, MA 01833
PH. (978) 352-5755~ FAX (978) 352-5727
ORLANDO PACHECO, TOWN ADMINISTRATOR
EMAIL: OPACHECO@GEORGETOWNMA.GOV



POSITION INFORMATION SHEET

The Town of Georgetown is seeking a Building Commissioner/Zoning Enforcement Officer to oversee the operations of the Building Department. The Department is currently staffed with:

1 PT Administrative Assistant who is 24 hours week
1 PT Plumbing/Gas Inspector
1 PT Electrical Inspector
Current Building Commissioner is 35 hours/week

Based on the Fiscal Year 2021 Annual Report the Town processed the following permits:

BUILDING PERMITS:

Single family residences	5	
Commercial/Multi-Family	17	
Additions/In-law	5	
Renovations (misc)		68
Demolitions		6
Wood/Solid fuel stoves	9	
Porches/Decks		20
Roofs / Siding		63
Windows & Doors		35
Pools		12
Wireless communications	2	
Solar	1	
Accessory Structures	9	
<u>Insulation/Weatherization</u>	<u>24</u>	
FY 2021 Building permits		282

WIRING / ELECTRICAL PERMITS

FY 2021 Electrical permits 191

PLUMBING PERMITS

FY 2021 Plumbing permits 140

GAS PERMITS

FY 2021 Gas permits 154

HVAC PERMITS

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FY 2021 HVAC permits 14

SIGN PERMITS

FY 2021 Sign permits 6

(Total Permits 787)

The Town is currently transitioning its online permitting software platform to Permitlink. The full integrations should be complete before the new Inspector/Commissioner is hired. The Permitlink platform will provide flexible, more remote work options that will also lead to better interdepartmental communication.

The position also acts as the zoning enforcement officer and will communicate regularly with the Town Planner and Conservation Agent at times. The Zoning Board of Appeals averages 1-2 hearing per month and at times attendance may be required.

The position is appointed by the Board of Selectmen and receives day to day supervision from the Town Administrator. The selected applicant will be expected to perform at a high level managing all deadlines with great customer service skills. Should be someone who can think and work independently.

Prior to applying potential applicants should review the job description. All questions should be addressed to the Town Administrator at opacheco@georgetownma.gov

A copy of the Zoning Bylaw can be viewed online at www.georgetownma.gov use the ZBA Board/Committee link