



CITY OF CONCORD (NH)  
invites applications for the position of:

## Chief Building Inspector

**SALARY:** \$28.46 - \$41.24 Hourly  
\$59,196.80 - \$85,779.20 Annually

**OPENING DATE:** 11/03/17

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**DEPARTMENT:** Community Development Department, Code Division

**TYPE OF EMPLOYMENT:** Permanent Full Time, 40 Hours Weekly, Days  
with a competitive flexible benefits package.

**APPLICATION INSTRUCTIONS:**

**CLOSING DATE:** Open until filled with 1st review on November 27, 2017

**Instructions for Applying: A City Application is required.** An application may be completed online and submitted electronically by visiting the City of Concord web site at [www.concordnh.gov](http://www.concordnh.gov). For more information on applying, call (603) 225-8535 (voice) or TTY at 800-735-2964 or 7-1-1.

"An Equal Opportunity Employer M/F/DP/V"

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**Come work for Concord where in addition to enhancing your current skills and abilities, you are giving back to the community and there is room for growth. Medical benefits start the first of the month after 30 days and deductibles are as low as \$250 per person with the employee only paying 10% of the premium. Plus a very competitive total compensation package.**

**JOB SUMMARY:**

Performs work of considerable difficulty directing the plan review, permitting, and inspection of all construction within the city to ensure compliance with adopted codes and ordinances. Accountable for the supervision and operation of the structural section of the Code Enforcement Division of the Community Development Department. Supervises the section's inspections and clerical staff, providing professional advice and direction.

**EXAMPLES OF DUTIES:**

Reviews and prepares communication for all final documents submitted for building permit applications for compliance with applicable codes, standards, and ordinances.

Reviews preliminary or schematic plans with architects, engineers, contractors, and the general public for conceptual analysis and direction.

Assists the general public in person or by telephone; receives complaints, completes site visits, and makes reports.

Assists in the review and abatement of Life Safety Code and Fire Prevention Code violations; performs follow-up inspections; reviews fire protection systems, hazardous materials storage, and other issues.

Trains, assigns, schedules, directs, supervises, evaluates, and disciplines personnel.

Assists in the abatement of non-conforming residential units; performs site visitations and inspections; writes reports; coordinates with owners for all required permits.

Conducts on-site inspections during all phases of construction; coordinates the issuance of temporary and final Certificates of Occupancy.

Researches proposed code changes; updates changes in product materials, testing laboratory reports, national fire investigation reports, environmental and accessibility issues, and court decisions on zoning and land use cases.

Assists in the coordination of inspections of food-related businesses to ensure compliance with zoning and building regulations, including the Sanitary and Plumbing Code, exhaust systems, and ventilation systems.

Assists the general public in the preparation of applications and with the permitting process.

Performs the duties of Code Administrator in his or her absence.  
Assists other agencies in the city to ensure compliance with regulations.  
Coordinates meetings of the Code Review Committee.  
Responds to after-hours emergencies as required.  
Performs other related duties as assigned.

**TYPICAL QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree in architecture, engineering or building technology, or equivalent from a four-year college or technical school; and, five years of progressively responsible experience, with two years of supervisory experience; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Drivers License. Must use personal inspected, insured, and maintained vehicle.  
International Code Council Certification for Building Inspector and Plan Examiner  
State Licensing for Architect or Engineer (Desirable)

**SUPPLEMENTAL INFORMATION:**

**MATERIAL AND EQUIPMENT USED:**

Personal Motor Vehicle  
General Office Equipment  
Computer  
Various Codes, Ordinances, Manuals, and Handbooks

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

All relevant local, state, national, and international codes.  
Applicable construction, electrical, plumbing, housing, fire prevention, sprinkler system, alarm, hood system, ANSI, ADA, and zoning ordinances.  
Principles and practices of surveying.  
Record keeping, report preparation, filing methods, and records management techniques.  
Basic budgetary principles and practices.  
Applicable state, federal, and local laws, rules, and regulations.  
Methods and techniques of research, statistical analysis, and report presentation.  
Administration of staff and activities, either directly or through subordinate supervision.  
Computer applications related to the work.

**Skill in:**

Conducting field inspections during all phases of construction.  
Reading plans and solving code design issues.  
Using tact, discretion, initiative, and independent judgment within established guidelines.  
Researching, compiling, and summarizing a variety of informational and statistical data and materials.  
Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Analyzing and resolving office administrative situations and problems.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff, and providing for their training and professional development.

**Mental and Physical Abilities to:**

Read and understand architectural, structural, equipment, and architectural plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, construction codes, architectural and engineering plans and specifications, and government regulations.

Deal with problems involving several concrete variables in standardized and unique situations.

Perform duties while intermittently sitting, standing, walking, bending, crouching, or stooping.

Occasionally lift heavy objects.

Climb ladders.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and cold or inclement weather. Work may be performed in buildings that are structurally unsound.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.concordnh.gov>

Position #2018-31  
CHIEF BUILDING INSPECTOR  
CF

41 Green St  
Concord, NH 03301  
603-225-8535

[cforrest@concordnh.gov](mailto:cforrest@concordnh.gov)

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