



New Hampshire Building Officials Association

www.NHBOA.net

nhboa@nhmunicipal.org

Membership Announcement – January 2018 Employment Opportunities

Code Officer/Building Inspector

Town of Peterborough

The Town of Peterborough, NH, a quintessential New England community nestled in the Monadnock Region of New Hampshire, is seeking a highly motivated and experienced Code Officer/Building Inspector to join our highly qualified staff. Peterborough is located in the southwestern area of the state along NH Rt 101 and US Rt 202. Peterborough has a permanent population of 6,500, is serviced by a regional hospital, active downtown shopping area, and a regional school district that includes 9 towns. Peterborough is fortunate to be called home for many vibrant art and cultural organizations; the MacDowell Colony, Sharon Arts Center, Mariposa Museum, Peterborough Players, and many more.

The Town is looking for a dedicated individual who has demonstrated abilities in handling multiple tasks and a heavy caseload to join our team. The selected candidate shall be customer-service oriented and will be responsible for interpreting, administering and enforcing laws, rules, codes and regulations related to zoning, subdivision, and site plans. The position is also responsible for interpreting and enforcing Town and State building and fire codes, application plan reviews, and on-site building and site plan inspections.

Qualified candidates shall have solid communications skills (both oral and written), experience working with building, electrical, mechanical and plumbing trades, a thorough knowledge in reading and interpreting construction drawings, site plans and other related documents, and facilitation/ problem-solving skills. The successful candidate will demonstrate a strong customer service approach to problem solving and be able to perform in a value-based and team-oriented environment.

The salary for the Code Officer/Building Inspector position starts at \$52,062 and is commensurate with experience and education. The Town of Peterborough offers an excellent benefits and compensation package, including health/dental coverage, retirement, vacation, etc. Position requires a Bachelor's degree and 5-7 years of related experience or equivalent education and experience; current knowledge of the profession through ICC certifications and expert knowledge of building and fire codes, NFIP requirements and other related state statutes.

EOE

To Apply:

Please submit your resume, letter of interest or any requests for additional information to administration@peterboroughnh.gov no later than **4:00pm on February 2, 2018**. More information is available on our website: www.townofpeterborough.com

Salary: 52,062

Closing Date: February 2, 2018

Building Inspector/Code Enforcement Officer

Town of New Boston

The Town of New Boston is a rural and growing community of approximately 5,400. We are seeking a qualified applicant for a part time (20-24 hours per week), Building Inspector/Code Enforcement Officer and Zoning Compliance Administrator. Duties require processing of permits, a wide variety of inspections (building, plumbing, electrical mechanical etc.), as well as zoning compliance and code enforcement duties.

Excellent record keeping, organizational, written and interpersonal skills is a must. Working knowledge of ICC & NFPA Codes and NH Statutes and Administrative Rules; as well as local ordinances and regulations preferred. Certified inspector and a current background in building or related trades preferred. Successful candidate will be required to submit to a complete background check. Attendance at an occasional evening meeting required. Job description is available upon request from the Town Administrator's Office. Compensation commensurate with experience, part-time leave benefits offered.

Closing Date: Position will remain open until a suitable candidate is found. EOE

To Apply:

Interested candidates should submit a resume, three letters of reference, and a cover letter to the Town Administrator, Town of New Boston, P.O. 250, New Boston, NH 03070, or by email to p.flynn@newbostonnh.gov as soon as possible.

Salary: Approximately \$23.00 - \$31.00 per hour

Zoning Board/Code Enforcement Administrator

Town of Windham

Windham, a growing community in the southern part of NH, is accepting applications for the position of Zoning Board of Adjustment/Code Enforcement Administrator. Works on multiple aspects of municipal land use including research, analysis, report writing, code enforcement, and public speaking. Provides staff support to the Zoning Board of Adjustment (ZBA), including review of all ZBA applications, written analyses, assisting applicants through the process, and attending evening meetings. As Code Enforcement Officer, is responsible for investigating code violations, enforcement actions, and some permitting activities to ensure compliance with local land use regulations. May also provide technical assistance to the Planning Board, Conservation Commission, and other land use boards.

Minimum qualifications: Bachelor's Degree in City, Town or Regional Planning, with at least two (2) years of progressively responsible experience with work experience emphasizing planning, land use law, and/or code enforcement. Strong background in Planning, preferably in municipal government. Experience in enforcement of municipal land use codes, OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.

To Apply:

Send detailed resume to Paula Carmichael, HR Coordinator, 3 N. Lowell Rd., Windham, NH 03087 or email hr@windhamnh.gov. Deadline for submission: **February 2, 2018**. EOE.

Salary: 30 hours/week. Salary range: \$24.97 - \$30.34/hr with limited benefits.

Closing Date: February 2, 2018

Permit Technician I

City of Nashua

PRIMARY DUTIES

Position will perform administrative duties to support the operation of the Department of Building Safety and will provide permit related requirements and information to internal and external customers. Responsibilities include processing applications, issuing permits, collecting fees and conducting monetary transactions, collecting Certified Plot Plans, and other duties as assigned.

QUALIFICATIONS

Must have a minimum of 6 months relevant work experience and possess a High School diploma or certified equivalent. Must have strong customer service skills and be proficient in the use of personal computers and software necessary to complete the requirements of this position.

To Apply:

APPLICATION PROCEDURE

Submit application, resume, and three professional references at: <http://applitrack.com/nashua/onlineapp/>

Salary: Grade 6, wage dependent upon experience

Closing Date: February 16, 2018

Building Inspector (Part-time)

Town of North Hampton

The Town of North Hampton seeks qualified candidates for the position of Part-time Building Inspector. This position requires a qualified individual to assist the Full-time Building Inspector in the performance of administering local, state, and national codes relative to building and land development in the Town.

Qualification requirements: Basic knowledge of the State of New Hampshire adopted building codes and not limited to the ICC building, electrical, mechanical, plumbing, and life safety codes. Must have the knowledge and ability to assist with data entry. Must possess strong communication skills, and the ability to work cooperatively with all town departments, boards, residents, and contractors. Must possess and maintain a valid driver's license.

The Town of North Hampton requires successful completion of a background investigation including criminal records check, motor vehicle records check, and other administrative processes.

Send resumes with cover letter to Janet Facella, Town of North Hampton, 233 Atlantic Ave, North Hampton, NH 03862, or by email at jfacella@northhamptonnh-nh.gov. Submittal deadline is **February 16, 2018**. No phone calls, please. No facsimiles will be accepted. The Town of North Hampton is an Equal Opportunity Employer.

Closing Date: February 16, 2018

Electrical Inspector (Part-time)

Town of Milford

The Town of Milford, NH, is seeking a part-time (16 hours a week) qualified, motivated Electrical Inspector to inspect and issue permits for residential, commercial and industrial buildings to ensure compliance with the New Hampshire and National electrical codes and other related laws, codes and regulations or the safety of the public. The Electrical Inspector is responsible for reviewing all permits and responding to all correspondence regarding electrical matters. Extensive knowledge in reading and interpreting blueprints and specifications for construction. Position requires a thorough knowledge of electrical inspection equivalent to Associates degree and three to five years of related experience, or equivalent combination of education and experience. Valid New Hampshire Master Electrician's License and Driver's License required. Salary range \$22.00 - \$26.00/hour, depending on qualifications.

To Apply:

Closing date for applications is **Friday, February 16, 2018**.

Please send cover letter, 2 letters of reference, Town Application, resume to: Director of Human Resources, Town Hall, 1 Union Square, Milford, NH 03055-4240. Town application and complete job description are available on the Town's website at <https://www.milford.nh.gov/>

Salary: \$22.00-\$26.00/hour DOQ

Closing Date: February 16, 2018

Mechanical Inspector

City of Manchester

Performs inspections pertaining to Mechanical Code related standards; performs annual inspections of existing licensed or certified facilities for compliance with applicable standards; Investigates complaints of code violations, including dangerous HVAC systems and installations and prepares inspection reports and processes appropriate legal action as deemed necessary; confers with builders, contractors, homeowners and others to provide accurate and consistent interpretation of code requirements; performs directly related work as required.

To Apply:

Graduation from an accredited college or university with an Associate's Degree in Mechanical Trade, preferably supplemented by additional technical training in HVAC, electrical or related operations; and considerable experience as a mechanical systems technician, with training as an inspector or related work; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Current Gas Fitters license required

Please complete, sign and submit application: www.manchesternh.gov/jobs

The City of Manchester is an equal employment opportunity employer

Salary: \$22.19/hour

Closing Date: February 26, 2018

Building Inspector / Code Enforcement Officer / Health Officer

Town of Fremont

The Town of Fremont is a rural community of approximately 4,800 is seeking qualified applicants for a part-time, 25-30 hours per week, Building Inspector/Code Enforcement Officer and Health Officer. Requires processing of permits, a wide variety of inspections (septic, building, plumbing, electrical, mechanical, etc); zoning compliance and code enforcement duties.

Excellent recordkeeping, organizational, written and interpersonal skills a must. Working knowledge of ICC & NFPA Codes and NH Statutes and Administrative Rules; as well as local ordinances and regulations preferred. Certified inspector and a current background in building or related trades preferred. Successful candidate will be required to submit to a complete background check. Some evening hours and attendance at evening land use meetings required. Job description available on request from the Selectmen's Office or is available on the web. Compensation commensurate with experience, part-time leave benefit offered.

To Apply:

Interested candidates should submit a resume, three letters of reference, and cover letter to Board of Selectmen, PO Box 120, Fremont NH 03044-0120; or by email to FremontTA@comcast.net as soon as possible. Position will remain open until a suitable candidate is found. EOE.

Salary: Range: Approximately \$19 - \$22 per hour

Closing Date: February 28, 2018

Code Enforcement Officer

Town of Pembroke

The Town of Pembroke is currently accepting applications/Resumes for the position of Code Enforcement Officer.

Successful candidate must have excellent recordkeeping, organizational, written and interpersonal skills. Working knowledge of ICC & NFPA codes and NH Statutes and Administrative rules; as well as local ordinances and regulations. Certified inspector and a current background in building or related trades preferred. Successful candidate will be required to complete a detailed background check. Some evening hours and attendance at evening land use meetings required.

To Apply: Interested candidates should submit a resume and cover letter to; David M. Jodoin Town Administrator, 311 Pembroke Street Pembroke NH 03275; or email to djodoin@pembroke-nh.com.

The Town of Pembroke offers a generous benefit plan which includes Health, Dental, Life Insurance, and much more. **Salary:** Current salary range is \$21.75 to \$30.85

Closing Date: March 31, 2018

Zoning Enforcement Officer

Town of Sanbornton

The Town of Sanbornton, NH is seeking interested and qualified candidates for the part-time position of Zoning Enforcement Officer. Sanbornton is located in the "Lakes Region" of New Hampshire with a year round population of 3,000 that can swell to 6,000 in the summer months. The Zoning Enforcement Officer administers the town's zoning ordinance, which includes but is not limited to: reviewing and processing Certificate of Zoning Compliance (CZC) permit applications, completing on-site inspections to assure full compliance with all zoning ordinance requirements, collecting applicable fees, issuing approved CZC permits, providing assistance to applicants for understanding and complying with ordinance requirements and other applicable local and state land use regulations and working in coordination with the local Fire Department, Health Officer and other officials in processing CZC applications and the administration and enforcement of local, state and national life safety codes or any environmental regulations or codes. Position may attend evening meetings as needed, with a flexible schedule.

The successful candidate shall be knowledgeable in the administration and enforcement of land use and/or zoning regulations including state and federal laws and regulations pertaining to land use and development (with emphasis on the area of zoning). The Zoning Enforcement Officer shall have the ability to analyze, interpret and apply municipal land use ordinances and regulations for the Town of Sanbornton; read and interpret site plans, land development plans, building plans and construction drawings and shall possess strong communication skills with the ability to establish and maintain effective working relationships especially with applicants and the general public.

The Zoning Enforcement Officer position requires a Bachelor's degree in planning or related field plus 3 years' experience in administration and enforcement of land use and/or zoning regulations, or any equivalent combination of education and experience with demonstrated possession of required knowledge, skills and abilities to perform the essential duties of this job.

To Apply: To apply, submit cover letter, application and resume to:

Katie Ambrose, Town Administrator, PO Box 124, Sanbornton, NH 03269

Applications and a detailed job description are available on our website at www.sanborntonnh.org. Position is open until filled. The Town of Sanbornton is an EOE.

Closing Date: March 5, 2018

Code Enforcement Officer

Town of Pembroke

The Town of Pembroke is currently accepting applications/Resumes for the position of Code Enforcement Officer.

Successful candidate must have excellent recordkeeping, organizational, written and interpersonal skills. Working knowledge of ICC & NFPA codes and NH Statutes and Administrative rules; as well as local ordinances and regulations. Certified inspector and a current background in building or related trades preferred. Successful candidate will be required to complete a detailed background check. Some evening hours and attendance at evening land use meetings required.

To Apply: Interested candidates should submit a resume and cover letter to; David M. Jodoin Town Administrator, 311 Pembroke Street Pembroke NH 03275; or email to djodoin@pembroke-nh.com.

The Town of Pembroke offers a generous benefit plan which includes Health, Dental, Life Insurance, and much more. **Salary:** Current salary range is \$21.75 to \$30.85

Closing Date: March 31, 2018