



New Hampshire Building Officials Association

www.NHBOA.net

nhboa@nhmunicipal.org

Membership Announcement – January 2018 Employment Opportunities

Code Enforcement/Zoning Officer (Part-time)

Town of Durham

Part-Time Code Enforcement/Zoning Officer, Town of Durham. The Town of Durham is seeking a reliable, responsible person to fill a part-time position of Code Enforcement/Zoning Officer under the direct supervision of the Zoning Administrator/Code Official. The position will average 20 hours per week throughout the year with early morning and weekend shifts required. The focus of the code enforcement activity will be related to trash, parking, and occupancy issues in the downtown core and nearby neighborhoods or as otherwise directed based on the needs of the Town, as found in Durham's Town Ordinance.

The major activities of the Code Enforcement Officer are:

- Gathering and recording of evidence to a reasonable level of certainty that the information gathered meets the threshold of the ordinance language.
- Tracking and filing of evidence; issuing and processing local citations.
- Tracking property citation history and evaluating next-steps.
- Compiling of evidence, preparing Land Use Citations, and prosecution in District Court.
- Discussion on case merits with the Zoning Administrator and collaborating with the Town's Attorney when Superior Court is deemed the best option.
- Engaging with citizens personally and individually to provide education and on-going support for those who are showing a good faith effort in bringing their properties into compliance.

Applicants must possess strong written and oral communication skills, be capable of organizing and tracking information in Microsoft Office applications, and work readily with digital photography and email applications. A valid current driver's license is required.

The Town of Durham is an Equal Opportunity Employer.

To Apply:

Please submit a resume and cover letter to Audrey Cline, Zoning Administrator/Code Official, 8 Newmarket Road, Durham, NH 03824. Material may also be emailed to acline@ci.durham.nh.us

Salary: Beginning wage rate is \$20.00 - \$26.50 per hour depending on previous experience. Enforcement background preferred, but Durham is willing to train the right candidate.

Closing Date: January 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

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

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