



Town of Northwood, New Hampshire

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-5586 Facsimile: (603)942-9107

EMPLOYMENT OPPORTUNITY

Building Inspector/Code Enforcement Officer/Health Officer

Part-time

The Town of Northwood, NH is accepting applications for the position of Building Inspector/Code Enforcement Officer/Health Officer. This is a part-time position working approximately 20 to 25 hours per week. Salary range is \$17.93 - \$27.12 per hour, DOQ.

Under the general supervision of the Town Administrator, the Building Inspector/Code Enforcement Officer is responsible for issuing building, electrical, mechanical, and plumbing permits. Performing inspections for the enforcement of ICC codes, federal, state, and town laws, rules, codes and regulations relating to building construction, inspection and code compliance. Plan review for all commercial, industrial and residential building. Preparation and administration of department budget. Supervision of department clerk. As Health Officer under RSA 128, the position is given broad authority to regulate in the areas of public health by the Board of Selectmen.

Minimum qualifications include a high school diploma and at least 5 years of experience in a similar position. A Bachelor's degree in a related field is preferred. In addition, the successful candidate should possess a demonstrated ability to work effectively with other town departments, town and state officials, and the general public. Candidates must communicate well, possess the ability to plan and maintain an organized schedule and keep accurate records. A valid driver license also required.

Interested candidates should submit a cover letter and resume by July 27th, 2018 to Kathryn Lafond, Town Administrator. 818 First NH Turnpike, Northwood, NH 03261 or via email townadmin@town.northwood.nh.us.

The Town of Northwood is an Equal Opportunity Employer.