



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

Building Inspector

SALARY: \$22.79 - \$33.02 Hourly
\$47,403.20 - \$68,681.60 Annually

OPENING DATE: 09/14/18

CLOSING DATE: Continuous

DESCRIPTION:

DEPARTMENT: Community Development Department, Code Division

TYPE OF EMPLOYMENT: Permanent Full Time, 40 Hours Weekly, Days

SALARY RANGE: \$22.79 to \$27.10 (top of range \$33.02), with a competitive flexible benefits package.

APPLICATION INSTRUCTIONS:

CLOSING DATE: Open until filled with 1st review on October 5, 2018

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. 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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The City of Concord is seeking a full-time building inspector. The ideal candidate will be familiar with building construction, plans review, and be able to interact diplomatically with contractors, residents and colleagues.

The City offers a very competitive total compensation package. Benefits include Medical, Dental, Life Insurance, Long and Short Term Disability Insurance, Flexible Spending Account (FSA), Dependent Care Reimbursement Account, Annual Leave, 12 Paid Holidays, Sick Time, Retirement, Optional 457 Plans and Wellness Program. Medical benefits start the first of the month after 30 days and deductibles are as low as \$250 per person with the employee paying as little as 10% of the premium.

Job Summary:

Reviews plans and inspects work for compliance with all applicable state, federal, and local laws and ordinances on all types of building construction, renovations, remodels, and additions to new structures.

EXAMPLES OF DUTIES:

Reviews construction plans and performs on-site inspections for all types of construction; verifies that the plans have been prepared by a person legally authorized to do so; ensures that prior approvals have been obtained as appropriate; ensures that plans meet the required degree of code compliance on alterations, additions, conversions, and repairs; determines occupancy, classification, and physical properties of buildings; determines grades and elevations for building; determines building height in feet above grade; determines building height in stories; determines separation distance from exterior walls to property lines.

Assists in department enforcement to correct violations.

Reviews construction plans and specifications, working with the City Planning, Engineering, Fire Prevention Divisions and other city departments to ensure that all necessary contacts have been made and impact fees have been calculated and collected.

Enforces and explains all applicable city and state codes and regulations, including International Building and Residential, Plumbing, Electrical, NFPA Life Safety 101, Fire Sprinkler, Fire Alarm, Hood and Duct Suppression, ANSI, State Energy, Federal Flood, Housing and City Zoning regulations, and other applicable codes and ordinances.

Performs the duties of the Chief Building Inspector in his or her absence.

Assists contractors, the general public, and other city staff with related questions or concerns regarding projects as they relate to city code regulations.

Assists with the maintenance of all department records; receives and reviews evaluation reports and supporting data to maintain up-to-date reference files.

Maintains current National Certification (International Code Council) through continuing education.

Performs other related duties as assigned.

TYPICAL QUALIFICATIONS:

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent from a four-year college or technical school; and,

Four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

International Code Council Residential Code Certification..

Plan Examiner Certificate.

Valid New Hampshire Driver's License. Must use personal inspected, insured, and maintained vehicle.

SUPPLEMENTAL INFORMATION:

MATERIAL AND EQUIPMENT USED:

Computer
General Office Equipment
Various Codes, Ordinances, Manuals, and Handbooks

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of building construction, plumbing, electrical, mechanical trades, fire sprinklers, fire alarms, hood and duct suppression systems.

Blueprints and construction plans.

Record keeping, report preparation, filing methods, and records management techniques.

Computer applications related to the work.

Applicable state, federal, and local laws, rules, and regulations.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good technical mathematical skills.

Communicating clearly and effectively, orally and in writing.

Mental and Physical Abilities to:

Read and interpret construction plans and drawings.

Speak effectively before public groups and respond to questions.

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 variables in standardized and unique situations.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals.

Work requires the use of protective equipment such as a hard hat, masks, goggles, and gloves.

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.

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

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

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Position #2019-28
BUILDING INSPECTOR
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