

PLEASE POST

TOWN OF SALEM

February 25, 2019

**Inspectional Services Division
PART TIME BUILDING INSPECTOR**

Hourly Starting Wage: \$31.65/hr

Work Hours: 24 Hours Weekly

SEA Affiliated

The full scope of responsibilities associated with this position is outlined in the attached job description. Applicants must submit a current resume or application to:

*Town of Salem
Human Resources Department
33 Geremonty Drive
Salem, NH 03079*

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OPEN TO EXTERNAL CANDIDATES AFTER: 3/11/2019

Job Title: PT Inspector

Revised Date: 2/22/2019

Approved Date:

JOB TITLE: PT BUILDING INSPECTOR

AFFILIATION: SEA

JOB CLASSIFICATION: INSPECTORS

DEPARTMENT: FIRE – INSPECTIONAL SERVICES

FLSA STATUS: NON-EXEMPT

ACCOUNTABILITY: Reports directly to and is accountable to the Chief Building Official

SUMMARY: Under the general direction of the Chief Building Official, responsible for a variety of residential and commercial building inspections based on codes, ordinances and legislation and for enforcement of the same. Although employees assigned to this classification may have a particular area of expertise (i.e. plumbing/gas, electrical, building) it is expected that they will become familiar enough with the workings of the other areas to provide “back-up” assistance as needed. The position requires sound judgement and integrity

DUTIES AND RESPONSIBILITIES:

(The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Conducts residential and commercial inspections including, but not limited to: electrical, plumbing/gas, septic systems, swimming pools, oil burners and buildings.

Insures that the appropriate codes, ordinances and regulations are effectively enforced.

Issues a wide-range of permits and licenses including: Sunday sales, plumbing, gas, electrical, building.

Conducts inspections of a health-related nature including food service establishments, septic systems, day care centers, foster homes.

Prepares and updates records and reports in a timely fashion.

Receives citizen questions and complaints and takes the appropriate action necessary to provide answers.

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SPECIFIC REQUIREMENTS FOR THE POSITION:

Must be a high school or technical school graduate or hold an equivalency certificate. A history of continuing education/training in the building trades is preferred. A combination of education and experience may be considered.

Must have a minimum of three (3) to five (5) years of experience in the building trades or in the inspection of building construction. Previous experience in the inspection of building projects is preferred.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Must hold a valid motor vehicle operator's license.

Must hold and maintain required licenses and/or certifications.

Ability to establish and maintain cooperative relationships with the public and peers.

Requires sound judgement and integrity.

Must be a positive team player who always conducts themselves in a professional and courteous manner.

Must have excellent customer skills.

Must be in sound physical condition and able to work under adverse conditions.

Position requires sitting, standing, walking on level, rough and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling, grasping and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is measuring designated areas for proper conformance. This position also requires dexterity and balance in the use of ladders and climbing up to roofs, walking on roofs, scaffolding, ceiling and floor joists and crawling under houses along with the necessity of near and far vision when comparing onsite construction conformance with the approved plans. The need to lift, push or move barriers weighing greater than 25 pounds when doing field inspection is required. Additionally, this position requires work to be performed in all weather conditions including wet, hot and cold.

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Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Regularly Required
LIFT 11 to 25 lbs.:	Occasionally Required
LIFT 26 to 50 lbs.:	Rarely Required
LIFT over 50 lbs.:	Never Required

CARRY up to 10 lbs.:	Regularly Required
CARRY 11 to 25 lbs.:	Occasionally Required
CARRY 26 to 50 lbs.:	Rarely Required
CARRY over 50 lbs.:	Never Required

REACH above shoulder height:	Occasionally Required
REACH at shoulder height:	Occasionally Required
REACH below shoulder height:	Regularly Required

PUSH/PULL:	Regularly Required
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HAND MANIPULATION

Grasping:	Regularly Required
Handling:	Regularly Required
Torqueing:	Occasionally Required
Fingering:	Occasionally Required
Controls and Equipment:	Regularly Required

Environment: Inside 20% Outside 80%

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Regularly Required
Bending:	Regularly Required
Crawling	Regularly Required
Squatting	Regularly Required
Kneeling:	Regularly Required
Crouching:	Regularly Required
Climbing:	Regularly Required
Balancing:	Regularly Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped Surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

(Percentage spent daily)