



## TOWN OF BROOKLINE, NEW HAMPSHIRE

P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360

Telephone (603) 673-8855, ext. 213

Fax (603) 673-8136

[Selectboard@brooklinenh.gov](mailto:Selectboard@brooklinenh.gov) [www.brooklinenh.gov](http://www.brooklinenh.gov)

### **Job Posting: Building Official**

The Building Official is responsible for all aspects of building inspection and code enforcement as follows: issuing all permits including building, electrical, plumbing, and other related permits required by the town and makes inspections of all new construction and renovation projects to ensure compliance with adopted codes and ordinances. Enforces public health laws and regulations and sanitary investigations as Deputy Health Officer. Performs all other related work as required.

**Essential Functions Include:** Reviews plans and specifications for building construction and alterations. Determines whether plans and applications submitted comply with applicable building codes and Town codes, ordinances, and regulations. Issues building permits and signs off on certificates of occupancy. Coordinates appropriate inspection activities with Fire Department personnel (inspectors, etc.). Issues violation notices and stop-work orders where non-compliance is discovered.

Must be able to read and interpret blueprints, drawings, and plans; enforce regulations firmly, tactfully, and impartially; maintain complete and accurate inspection records and the ability to deal appropriately with the general public and members of the building community in a timely manner.

#### **Minimum Qualifications (Training, Education, Experience)**

High School Diploma; Associate's Degree/Advanced Technical preferred; 5 years' experience in construction, sanitation, engineering; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license. Ability to use and maintain Building Permit software.

**Knowledge and skills:** Thorough knowledge of the materials and methods of building construction and of the International Building, Plumbing and Energy Conservation Code, National Electrical Code, Life Safety Code and other applicable state statutes, rules, and regulations. Knowledge of town zoning regulations.

Excellent written and verbal communication skills. Proficient computer skills, interpersonal and problem-solving skills. Excellent customer service skills.

This position requires the employee to work both in an office environment and to do field work and inspections. This is a full time (35 hours) position with benefits including health, short-term disability, long-term disability and life insurance as well as participation in the NH Retirement System. The position has an hourly rate of \$30-\$41 depending on qualifications and experience.

To apply for this position please submit a cover letter and resume to [town.administrator@brooklinenh.gov](mailto:town.administrator@brooklinenh.gov), and complete the job application at [Selectboard / Town Administrator | Brookline NH](#). Brookline is an Equal Opportunity Employer. Posting open until filled.