

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER (Full Time)

COMMUNITY DEVELOPMENT

Job Summary

Performs responsible inspection and administrative work regarding properties and buildings to ensure compliance with local, state and federal codes relative to building construction, land and building use, and land development in the Town.

Supervision Received

Reports to the Director of Community Development. Performs duties independently, making decisions based upon own technical knowledge, skills, and experience and upon federal, state, and local laws and regulations.

Supervision Exercised

No supervisory responsibilities

Examples of Duties

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Reviews plans filed with applications for building permits for compliance with town codes, ordinances, state laws and regulations, and federal laws.
2. Reviews commercial and residential building, electrical, mechanical, fire protection, and HVAC construction plans.
3. Approves and issues building permits and sub-permits for permitted work and applications.
4. Conducts field inspections of new construction and/or renovation of buildings and structures during and upon completion of construction for compliance with approved plans and specifications.
5. Conducts field inspections of development projects for compliance with approved site plans and applicable codes ordinances, laws and regulations. Issues or denies certificates of use and occupancy.
6. Reviews septic plans.
7. Investigates and reports on complaints of possible building, zoning and code violations. Within the scope of authority, takes appropriate action(s) to secure compliance including issuing stop work and corrective orders.

8. Maintains knowledge, techniques, methods, trends, and issues in building inspection and code enforcement and make recommendations to appropriate authority when modification of local codes is appropriate to recognize new materials and methods.
9. Serves as E911 liaison and assigns new addresses as needed.
10. Keeps, records, prepares, files, and presents reports as required.
11. Assists Community Development Director with development of department budget.
12. Attends meetings of Town boards, committees and commissions, as required or necessary.

Knowledge, Skills and Abilities Required

Knowledge of building, electrical, mechanical, and plumbing codes. Knowledge of housing codes and zoning ordinances; knowledge of modern building construction methods, materials, tools, and equipment; familiarity with town and state public health laws and ordinances. Ability to interpret zoning ordinance and building codes; ability to establish and maintain effective working relationships with other town officials, department employees, and the public; ability to enforce codes and ordinances; ability to write clear and concise orders, instructions, and reports. Must be able to deal effectively with contractors, property owners, and other members of the public when explaining, interpreting and enforcing statutes, rules, regulations, codes and ordinances, especially under strained or adverse conditions. Ability to learn and utilize various software, including GIS mapping system(s), Adobe Acrobat, and permitting and data management software

Minimum Qualifications Required

Bachelors Degree in related engineering or architecture field and two years construction industry experience or an Associates Degree in construction trade or architecture and four years construction industry experience. Knowledge of approved methods and materials used in building construction, repair and renovation. Knowledge and experience in applying and interpreting rules, regulations, codes, ordinances, and criteria. Demonstrated oral and written communication skills OR any combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Licensure/Certification Requirements: Valid NH Driver's License. Ability to obtain, within one year of appointment, certifications for commercial and residential inspector and for plans examiner.

Working Conditions

Employee is often required to do several tasks expeditiously and concurrently. Work is often interrupted by telephone calls, visitors, inquiries from co-workers, etc. The individual must be able to handle demands for information or action in a timely and judicious manner.

Tools and Equipment Used

Personal computer with Windows, Microsoft Office programs, calculator, phone, copy machine, thermometer, tape measure.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Mobility around construction sites and ability to enter crawl spaces and attics is also generally required.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet, excepting higher noise levels that may be present in or around typical construction sites.

Sensory Requirements

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.