

- B. Professional license review for tradesmen seeking to perform State licensed activities.
 - C. Septic System (OSTDS) replacement permits, when it can be shown that the existing septic system complies with the rules of the N.H. Department of Environmental Services (NHDES).
7. Maintain adequate records of all permits issued and assist with their entry into town electronic databases, along with the necessary plans and specifications, based upon the complexity of the work accomplished, inspections performed, and communications sent or received.
 8. Ensure compliance with applicable State, federal, and local regulations relating to the health, safety and welfare of the public.
 9. Ensure compliance with local Health Officer Regulations.
 10. View and inspect all test pits, excavations, and percolation tests and review all plans for the installation, repair or replacement of all septic systems (OSTDS).
 11. Review all water quality tests on any new or replacement well or piping constructed within the Town, to ensure the water supplied is of "Drinking Water Quality" and assists the Town in its MS-4 requirements.
 12. At the discretion of the Community Development Director, may attend meetings of the Zoning Board of Adjustment, acting as an advisor to said Board.
 13. Periodically attend the meetings of the Raymond Planning Board, Technical Review Committee, and Joint Loss Committee as directed by the Community Development Director, acting as an advisor to said Committees.
 14. Obtain insight and or advice from any other Town or State agency that might be of assistance in determining the course of action to be taken in any circumstance.
 15. Perform any other activities, as may become necessary by unforeseen circumstances affecting the Town of Raymond, and as directed by the Town Manager and Community Development Director.
 16. Respond to telephone calls and public inquiries when appropriate and have the ability to resolve problems, questions or complaints.
 17. Explain applicable regulations, programs and plans to assist citizens, developers, engineers, and the general public.
 18. Performs other duties as assigned by the Town Manager or Community Development Director reasonably pertaining to the inspection of the construction of buildings and land within the Town and may include the need to work additional hours beyond the twenty-four-hour work week. Any hours worked in excess of 40 in one pay period will be paid at a rate of one and a half times the regular hourly rate.

OTHER JOB FUNCTIONS

- A. Answer and direct public inquiries in person or on the phone.
- B. Assist in Departmental operations.
- C. Perform other duties as may be assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is the minimum deemed necessary to satisfactory performance of the essential functions of this position.

Knowledge of:

- ArcGIS or similar computer mapping system.
- Basic research methods.
- Theory, principles and practices of building construction and its methods.
- In depth knowledge and possess related certifications related to the International Building, Residential, Plumbing, Mechanical, and Energy Codes, the National Electric Code, the National Fuel Gas Code, the Life Safety and State of NH Fire Codes, and the NH Barrier Free Design Code for Accessibility or any related construction related codes and regulations.

Skills in:

- Reading maps, site plans, plot plans, product specifications, and other design and construction related materials.
- Town tax mapping system.

Ability to:

- Assist in the interpretation of, and explain Town land use, zoning, subdivision and general planning laws and regulations under the supervision of the Community Development Director to stakeholders.
- Analyze and compile technical and statistical information.
- Work independently in the absence of supervision.
- Perform field inspections in a variety of weather conditions.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including Town staff and the general public.
- Analyze problems, evaluate alternatives and make creative recommendations.
- Utilize a computer and communicate with staff and other stakeholders via email and telephone as well as the ability to utilize permitting software to enter and track building permits.

Education, Experience, Licenses and Certificates

Any equivalent combination of training, education and experience that provides the individual with the required knowledge, skills and abilities to perform the job. A typical way to obtain required knowledge and abilities would be:

<u>Education:</u>	Minimum: High School Graduate Preferred: BS in a related field
<u>Experience:</u>	5 years' experience within building construction trades or in a closely related field. Previous Local Governmental experience preferred.
<u>License:</u>	Must possess at the time of employment and continuously throughout employment, a valid Operator's (driver's) license and Certification from the International Code Council as a Commercial Building Inspector, Residential Building Inspector, and Building Plans Examiner unless otherwise agreed to by the hiring authority.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and the ability to use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials on a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking, climbing, and standing. Must be able to handle stressful situations, attend night meetings, and travel to off-site facilities.

Physical Activity Requirements:

Lift: up to 10 lbs: Frequently Required; 11-25 lbs: Occasionally Required; 26-50 lbs: seldom Required; Over 50 lbs: Not Required	Bending: Frequently Required.
Carry: up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; ; 26-50 lbs: seldom Required; Over 50 lbs: Not Required	Reaching: above shoulder height: Frequently Required; at shoulder height: Frequently Required; below shoulder height: Frequently Required
Push/Pull: Frequently Required.	Twisting: Frequently Required

Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and information
Sight: Necessary for performing job effectively

Licensure/Certification Requirements:

Certification from the International Code Council as a Commercial Building Inspector, Residential Building Inspector, and Building Plans Examiner unless otherwise agreed to by the hiring authority and will maintain all licenses and certifications as required by State Statutes.

Summary of Occupational Exposures:

Some exposure to cleaning fluids and copy machine toner (office equipment and materials) and materials common to building construction sites, such as but not limited to, paint, solvents, fuels, exhaust, etc.

EEO Statement: The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Signatures:

This job description has been approved by all levels of management:

Town Manager: _____ Date: _____

Community Development Director: _____ Date: _____

Finance Manager: _____ Date: _____

Employee signature below constitutes the employee's full understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____