

The City of Keene's Community Development Department is looking for a full-time **Code Enforcement Officer** to join our team! This position inspects building constructions, repairs, additions, alterations, demolitions and other projects requiring permitting and ensures they meet the adopted building construction regulations and requires the exercise of discretion and judgement in the interpretation and enforcement of adopted codes, laws and regulations. The collaborative work environment across City departments provides ample opportunity to work on initiatives impacting the community across the organization. Apply today to become a part of our amazing team!

### **Our Community**

Keene is a progressive city with the heart of a town, the cultural and economic hub of the Monadnock region.

Our city is an energetic community that provides services, programs, and resources for a much greater population than the residents of the city alone. Although the conveniences and attractions of large metropolitan areas are close at hand, the community maintains a solidly residential working-class character, complemented by an idyllic, rural landscape. The heart of the community is its vibrant and historic downtown area. Keene has cultivated a lasting spirit of place, built on a foundation of the past and a clear vision of the future.

[Discover More About the Monadnock Region](#)

### **Responsibilities include, but are not limited to:**

- The successful candidate will maintain a professional, customer-centric approach when interacting with all citizens, stakeholders, and colleagues. Acts to assist, inform, and educate stakeholders consistent with departmental policies, procedures and decisions.
- Inspects buildings and structures to ensure adherence to adopted codes, standards, and approved plans. Approves inspections, issues "stop work" orders as warranted, and final approvals of permits upon completion of construction.
- Coordinates, organizes, and verifies contracts, architects, and engineers' documentations as required.
- Participates in required special inspections including but not limited to soil suitability, structural elements, concrete, masonry, steel reinforcing, grouting, wood framing, fireproofing, and wind and seismic quality assurance.
- Other specific job duties can be found in the job description below.

**Minimum Qualifications:**

The candidate must have either 5 years of experience in construction, building inspection, or a related field; or 4 years of combined experience (with at least 1 year in construction, building inspection, or plans review) and relevant post-secondary or technical education. A relevant residential or commercial building inspector or plans examiner certification issued by the International Code Council is desired with preference for those with current trade licensure as an electrician, plumber or HVAC technician. A valid driver's license is required. Must obtain certification as an ICC Residential Combination Inspector or Commercial Building Inspector within 3 years of employment.

**Salary and Benefits:**

This full-time position offers a competitive salary range of **\$63,668–\$79,345 annually** and will also receive an attractive benefits package which includes low deductible/low-cost health insurance, low-cost dental insurance, State of NH Group I retirement, and other benefits such as life insurance, disability, and paid time off. Municipal employees may also qualify for the [Public Service Loan Forgiveness \(PSLF\) Program](#).

**Apply online** at <https://keenenh.gov/jobs>. Please upload your resume and cover letter before submitting your completed application. Confirmation that your application has been successfully submitted and received will be sent via email.

**This position will be open until filled and applications will be reviewed on an ongoing basis.**

Job Description: [Code Enforcement Officer](#)

The City of Keene is an Equal Opportunity Employer.