



City of Concord (NH) Building & Housing Inspector

SALARY	\$31.86 - \$36.02 Hourly \$1,274.40 - \$1,440.80 Weekly \$66,268.80 - \$74,921.60 Annually	LOCATION	Concord, NH
JOB TYPE	Full-Time	JOB NUMBER	2026-60
DEPARTMENT	Community Development	DIVISION	Code
OPENING DATE	02/11/2026		

Description

The City of Concord is seeking a knowledgeable and collaborative professional to join their Code Enforcement team as a Building and Housing Inspector. The ideal candidate can work as part of a dedicated team and deal well with contractors and customers in the community. We offer a competitive and comprehensive compensation package that include a low cost, low deductible medical plan, a pension, and paid time off benefits beginning after one month of service.

Review applications and plans, and inspect work for compliance with all applicable City and State laws and ordinances, for new building construction, as well as renovations, remodels, and additions to existing buildings. Administers the city's Housing and Maintenance Code Program. Conducts inspections (structural, mechanical, electrical, plumbing, health, and life safety) of existing hotels, motels, rooming houses, boarding houses and shelters to ensure compliance with the respective adopted codes. Assists in enforcement of the City Zoning Ordinance. Provides technical assistance and education to the public, relative to various applicable codes and city ordinances

Examples of Duties

Review applications and construction plans and specifications, and inspect work for compliance with all applicable City and State laws and ordinances, for new building construction, as well as renovations, remodels, and additions to existing buildings.

Work with Engineering, Fire, and Planning divisions, Health and other City staff to insure building and trades permit application approvals, certificate of occupancy approvals, compliance with the zoning ordinance and collection of impact fees.

Assists Chief Building Inspector in supervising division staff and other departments involved in proposed and current projects, coordinates appropriate staff in field inspections and the issuance of Certificate of Occupancy; maintains cross-training of staff.

Enforces and explains all applicable City and State codes and regulations, including the State Building and Fire Codes, mechanical, electrical, and plumbing codes, and the City's zoning ordinance.

Inspects rooming houses, hotels, motels, and shelters to ensure compliance with applicable codes, regulations, and ordinances; may also inspect institutional and commercial properties.

Issues code violation notices to contractors, property owners, or public regarding the results of inspections, and prepares appropriate reports.

Performs inspections initiated by complaints, field observation, or referral for compliance with the City's housing and property maintenance code.

Performs inspections at request of the Code Administrator and Chief Building Inspector for compliance of zoning, building, and fire prevention codes. Assists in department enforcement to correct violations.

Provides testimony in courtroom setting and through sworn depositions regarding code violations under subpoena and as requested by the City Prosecutor.

Provides information, advice, feedback, or assistance to the general public, property owners, contractors and tradespeople, and others within city departments to resolve problems.

Performs the duties of the Chief Building Inspector in his or her absence.

Writes reports and letters; issues orders for corrective action, specifying violation and required abatement.

Researches, prepares, and maintains computer and paper files.

Assists with the maintenance of all department records; receives and reviews evaluation reports and supporting data to maintain up-to-date reference files.

Maintains current ICC certifications through continuing education.

Consults directly with property owners, tenants, contractors, attorneys, and other governmental officials relative to applicable codes and city ordinances..

Performs other related duties as assigned.

Typical Qualifications

Education and Experience:

Bachelor's degree from college or technical school in related field; school; and, Four or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Drivers License. Must use personal inspected, insured, and maintained vehicle.

ICC Training Certifications

Supplemental Information**MATERIAL AND EQUIPMENT USED:**

Computer

General Office Equipment

Various Codes, Ordinances, Manuals, and Handbooks

Knowledge of:

Principles and practices of building, fire, electrical, plumbing, mechanical and housing codes.

Principles and practices of construction.

Record keeping, report preparation, filing methods, and records management techniques.

Computer applications relating to work.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read, interpret and understand construction plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures and government regulations, and various applicable code texts.

Deal with problems involving numerous variables in standardized and unique situations.

Perform duties while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light or heavy objects.

Climb ladders.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to hot, cold or inclement weather, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals.

Work may require the use of protective equipment such as masks, goggles, ear protection and gloves.

Our organization is committed to ensuring fair treatment, access, and opportunities for all individuals regardless of race, ethnicity, gender, sexual orientation, ability, socioeconomic status, age, religion or other social identities in accordance with state and federal law. We recognize that each individual brings a unique perspective that is informed by their life experience and identity. Our organization is committed to recruiting and retaining the best qualified individuals based on a holistic review of their knowledge, skills, experience, understanding, communication and abilities.

Employer

City of Concord (NH)

Phone

603-225-8535

Address

41 Green St

Concord, New Hampshire, 03301

Website

<http://www.concordnh.gov>