



TOWN OF HENNIKER ~ JOB DESCRIPTION

TITLE:	Building Inspector/Code Enforcement Officer
DEPT.:	Building, Planning & Zoning Department

GENERAL SUMMARY:

Is responsible for the enforcement of IBC building codes, site plan regulations, subdivision regulations, sign ordinance, zoning ordinance, and flood plain regulations. The position is also required to issue all permits, including building, electrical, plumbing, mechanical, other related permits required by the Town, and inspections of all new construction and renovation projects to ensure compliance with adopted code ordinances. Enforces public health laws and regulations and sanitary investigations as Deputy Health Officer. Performs all other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the appointment.)

- Reviews plans and specifications for the construction of commercial and residential buildings and structures, additions, and alterations. Determines whether plans and applications submitted comply with State and Town codes, ordinances, and regulations.
- Reviews all electrical, structural, architectural, plumbing, and mechanical construction plans.
- Performs on-site inspections of buildings and structures while under construction and during alteration or renovation to comply with zoning ordinances and building codes.
- May issue violation notices and stop-work orders as required seeking abatement of violations of zoning ordinances, building codes, or other regulations which are in effect.
- Receives, reviews, and responds to complaints in an appropriate manner.
- Maintains current knowledge of state laws, town ordinances, and codes and standards adopted, including the International Building, Residential, Plumbing, Mechanical and Fuel Gas Codes and the National Electrical Code and other technical material relative to code enforcement.
- Per state and local codes, regulations and ordinances perform various inspections according to the enforcement of codes.
- Reviews erection of all signs approved by the Board of Selectmen. Enforces sign ordinance regulations.
- Meets with Land Use Boards, as necessary, to provide guidance and interpretation and information on IBC, plumbing, and electrical regulations.

- Meets with Fire Department officials, as necessary, to ensure application of NFPA 101 Life Safety Codes.
- Assists in the health inspection of schools, restaurants, daycare centers, foster homes, nail salons, etc., for compliance with health and safety issues.
- Serves as Deputy Health Officer.
- Performs other similar or related work as required, directed, or as the situation dictates

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

High School Diploma; Associate Degree or above preferred; 3-5 years experience in construction, engineering, electrical, plumbing trades; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license. Possession of electrical, plumbing licenses; International Code Certifications preferred.

Knowledge, Skills, and Abilities:

Knowledge: General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, and safe egress; equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Knowledge of state building codes includes residential and commercial construction, electrical, plumbing, and state energy codes.

Ability: Ability to establish and maintain working relationships with organizations, departments, and officials. Knowledge of independent judgment, initiative, and decision-making. Ability to communicate effectively. Ability to demonstrate good teamwork, leadership, interpersonal and courteous customer service skills and attitude and the ability to exercise sound and mature judgment and discretion. Ability to operate standard office equipment and a motor vehicle. Ability to understand legal briefs, complex documents and respond to sensitive inquiries or complaints. Ability to read building plans and documents and determine whether the plans and documents comply with federal, state, and Town laws, rules and regulations, and policies governing the plans and documents.

Skill: Excellent written and verbal communication skills with the ability to express ideas and concepts orally and in writing and effectively maintain working relationships with employees, public officials, contractors, and the public are required. Proficient interpersonal and problem-solving skills. Report writing skills. Excellent organizational skills. Basic knowledge in the use of computers and applications.

PHYSICAL EXERTION AND OTHER CONDITIONS:

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site and frequently spend several hours walking or standing. They must climb or balance on temporary construction stairways, temporary steel staging, ladders, and ladder staging. Stoops, kneels,

crouches, and crawls. Regularly required to handle, feel or operate objects, tools, or controls and reach with hands and arms—vision and hearing at or correctable to normal ranges.

SUPERVISION:

Supervision Received: Work is performed under the direction of the Town Administrator

JOB ENVIRONMENT:

- Work is performed under varying conditions; spends a significant portion of work hours outdoors, exposed to various weather conditions; may work in high, precarious places or be exposed to risks related to working near moving mechanical parts. Noise is moderate to loud.
- Operates automobile, computer, telephone, copier, and other standard office equipment.
- Employee has frequent contact with the general public, town departments, town officials, state agencies, contractors, architects, and engineers. Connections are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in injury to the employee or others, delays or loss in service, damages to buildings or equipment, and legal or financial repercussions for the Town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.)

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