

TOWN OF JAFFREY
PART-TIME BUILDING INSPECTOR

The Town of Jaffrey is accepting applications for the position of Building Inspector, a part-time, 24 hour per week position. The position will assist the Code Enforcement Officer/Building inspector issuing permits including building, electrical, plumbing, mechanical, and other related permits required by the town and making inspections of all new construction and renovation projects to assure compliance with adopted codes and ordinances. The ideal candidate possesses a High School Diploma; Associates Degree desirable; 4 years' experience in code enforcement, construction, engineering, or a related field; or an equivalent combination of education and experience; valid motor vehicle operator's license; electrical, plumbing licenses; International Code Certifications.

Please send a cover letter, resume, and three professional references to jfrederick@townofjaffrey.com.

The job description may be obtained at www.townofjaffrey.com. The position will remain open until filled. Interviews will commence on September 16, 2024.

Town of Jaffrey is and Equal Opportunity Employer.

Salary \$26 - \$30/hour DOQ. Vacation, sick, holidays. No insurance benefits.

TOWN OF JAFFREY

JOB TITLE: Building Inspector

DEPARTMENT: Code Enforcement/Building Inspector

STATUS: Part-Time, Non-Exempt

JOB SUMMARY: Responsible for issuing permits including building, electrical, plumbing, mechanical, and other related permits required by the town and makes inspections of all new construction and renovation projects to assure compliance with adopted codes and ordinances. Assists with zoning code enforcement. Performs all other related work as required.

MAJOR DUTIES:

- Performs thorough inspections of residential, commercial, and public buildings to ensure compliance with local, state, and federal building codes and regulations.
- Reviews and approves construction plans and permits, ensuring all proposed projects meet safety standards and zoning requirements.
- Discusses required modifications to be made in order to conform to building code requirements, if applicable, and approves plans.
- Document and report on inspection activities and findings, issuing notices of violation and stop-work orders when necessary.
- Provides guidance and support to contractors, developers, architects and property owners regarding code requirements and inspection procedures.
- Informs Code Enforcement Officer when non-compliance is an issue and institutes legal proceedings if determined to be applicable in concert with the Code Enforcement Officer.
- Performs similar or related work as required, directed or as situation dictates.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

General knowledge of the accepted requirements for building construction, fire prevention, lighting/electrical, 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 to include residential and commercial building, electrical, plumbing and state energy codes. General knowledge of relevant town subdivision regulations, site plan review regulations, adopted zoning ordinances and appropriate state regulations relating to planning and zoning activities.

Excellent written and verbal communication skills. Proficient interpersonal and problem-solving skills. Report writing skills. Excellent organizational skills. Basic skill in the use of computers and applications.

Ability to establish and maintain working relationships with organizations, departments and officials. Able to make independent judgment, take initiative and utilize decision-making. Ability to communicate effectively. Ability to understand complex documents and respond to sensitive inquiries or complaints. Ability to read building plans and documents and to determine whether the plans and documents comply with federal, state and local laws, rules and regulations, and policies governing the plans and documents. Ability to operate standard office equipment and a

motor vehicle.

PHYSICAL REQUIREMENTS (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.):

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 is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Stoops, kneels, crouches, and/or 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.

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, camera, telephone, facsimile machine, copier and other standard office equipment.

Employee has frequent contact with the general public, town departments, town officials, contractors, architects and engineers. Contacts may be in person, by telephone, or 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.

SUPERVISION:

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Work is performed under the direction of the Code Enforcement Officer/Building Inspector. General supervision from the Town Manager.

RECOMMENDED MINIMUM QUALIFICATIONS:

High School Diploma; Associates Degree desirable; 4 years' experience in code enforcement, construction, engineering, or a related field; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license; electrical, plumbing licenses; International Code Certifications.

Reviewed August 21, 2024