



# **CITY OF NASHUA VACANCY: Building Inspector/Assistant Plans Examiner**

**INTERNAL POSTING 3/XX/2024 THROUGH 4/XX/2024**

The City of Nashua is looking for a highly motivated individual to join our Building Safety Department as a Building Inspector/Assistant Plans Examiner! Take your career to the next level with us as opportunities for growth and development await!

## **JOB SUMMARY AND RESPONSIBILITIES**

Reporting to the Building Department Manager, primary duties are to perform inspections and enforce all provisions of the current adopted State of New Hampshire and City of Nashua Building, Electrical, Mechanical, and Plumbing Codes; review plans and construction documents for permit-related requirements; grant approvals for permits, support the Plans Examiner, and provide support of the City's permitting and inspections system software, including providing user training. May assist with general administrative duties in Building Safety and be called back after hours for building emergencies. The incumbent will be cross-trained to provide back up support for other positions as needed. This is a full-time position, Monday through Friday, 7:30 am to 4 pm, is part of the UAW Clerical/Technical Bargaining Unit and provides an excellent work life balance. The position is grade 13, with an hourly rate not to exceed \$32.19.

## **SKILLS/QUALIFICATIONS**

- Must have knowledge of and experience with municipal utility and building codes, inspections, plan review and permitting procedures
- Must currently hold ICC certifications as One/Two Family Combination Inspector and Residential Plans Examiner or successfully pass the testing requirements within two years of hire
- Must have exceptional written and verbal communications skills
- Must have the proven ability to diffuse hostile behavior, and to work effectively with co-workers and diverse members of the public
- Must be proficient in the use of personal computers, MS Professional Office Suite (Word, Excel, Outlook, etc.), and be able to gain/develop expertise in all software/databases relevant to the position
- Proficiency in social media and graphics experience is a plus

## **BENEFITS**

Our comprehensive benefits package includes:

- Health/Dental/Vision Insurance
- Short and Long Term Disability
- Life Insurance
- Mandatory Participation in New Hampshire Retirement System
- 457 Retirement
- Earned Time Off
- Weekly Pay

## **HOW TO APPLY**

If you are looking to start or further your career with the City of Nashua, submit a cover letter, application, resume, and three professional references at: <http://applitrack.com/nashua/onlineapp/>.

EQUAL OPPORTUNITY EMPLOYER - Recruiting practices shall be consistent with State and Federal Law (3/20/2024)

Job ID #XXXX