



## **PART-TIME BUILDING INSPECTOR**

The Town of Rye is seeking a motivated, detail-oriented individual to join the Building Department in a part-time capacity (up to 32 hours per week). This position combines field support, administrative duties, and cross-training with current department staff to ensure consistency, coverage, and continuity of operations.

The successful candidate will assist with permit processing, inspections, zoning compliance, public inquiries, online permitting implementation, and the digitization of all property and building department records.

### **GENERAL DUTIES & RESPONSIBILITIES**

#### **Inspection & Compliance Support**

- Assist with building and septic inspections.
- Support plan review, code compliance checks, and documentation.
- Learn septic system review processes for future coverage needs.

#### **Administrative & Office Support**

- Assist residents and contractors at the front counter and via phone/email.
- Process permit applications, issue permits, collect fees, and maintain financial records.
- Prepare correspondence, reports, and departmental documents.

#### **Online Permitting & Digital Records**

- Support implementation of the Town's new online permitting platform.
- Scan, upload, and organize property files, plans, and documents into cloud storage.
- Help improve workflow efficiency and online access for staff and the public.

#### **Cross-Training & Department Coverage**

- Crosstrain with the current Administrative Assistant to provide office coverage during absences or peak workload periods.

- Learn all key office workflows, scheduling, permit processing, and data entry.

## **QUALIFICATIONS**

- Valid driver's license.
- High school diploma or equivalent.
- Two years of relevant office/administrative experience preferred.
- Strong computer skills; ability to learn new systems.
- Effective communication, customer service, and organizational skills.
- Experience in residential and/or commercial inspections, as well as zoning or plan review, is preferred.

## **SCHEDULE**

Up to 32 hours/week, Monday-Friday.

## **COMPENSATION**

Hourly rate commensurate with experience.

## **TO APPLY**

Submit a cover letter, resume, and professional references to: [aharrison@town.rye.nh.us](mailto:aharrison@town.rye.nh.us) or mail to Amber Harrison, Building Inspector/Code Enforcement Officer, Town of Rye Building Department, 10 Central Road, Rye, NH 03870.

Applications will be accepted until May 1, 2026.

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*The Town of Rye is an Equal Opportunity Employer.*