

Building Inspector / Code Enforcement Officer

Town of Rye, New Hampshire • Full-time

About Rye

Rye is a coastal New Hampshire community committed to excellent public service, thoughtful land use, and collaborative problem-solving. We're looking for a knowledgeable, service-oriented Building Inspector/Code Enforcement Officer to help residents, contractors, and businesses navigate our codes while ensuring public safety.

The Role

Reporting to the Select Board, through the Town Administrator, the Building Inspector/Code Enforcement Officer performs plan reviews, field inspections, code enforcement, and public assistance for all building, zoning, and land-use matters. The position issues permits and certificates of occupancy, leads enforcement actions when needed, and provides expert guidance to applicants and Boards.

Key Responsibilities

- Review permit applications and plans for compliance with local and State building codes, zoning ordinances, and safety requirements.
- Conduct on-site inspections to verify compliance with approved plans, codes, and regulations.
- Issue permits, certificates of occupancy, and enforcement notices where appropriate.
- Maintain accurate records, collect fees, and prepare monthly reports for the Select Board.
- Provide clear guidance to contractors, homeowners, design professionals, and the general public on codes and regulations.
- Investigate complaints, including zoning, wetlands, and health-related matters, and coordinate with the Health Officer when necessary.
- Advise Planning Board and other Town Boards/Commissions on zoning changes and code matters. Works closely with the Planning and Zoning Administrator.
- Prepare and manage the department budget.
- Lead the modernization of permitting services through an online permit system and improvements to the Town's GIS system.
- Collaborate across all departments to ensure coordinated, effective service to the community.
- Building Inspector is expected to exercise reasonable judgment within his authority when deciding construction compliance with applicable local, state and national building codes and not unnecessarily rely on architectural, engineering or similar certifications ("stamps") in determining such compliance.

Knowledge, Skills & Abilities

- Strong knowledge of State/Federal laws, ICC/IBC/IRC codes, NFPA codes, and locally adopted zoning and building regulations.
- Ability to read and interpret engineering/architectural plans and specifications.
- Experience with enforcement processes, documentation, and conflict resolution.
- Excellent communication skills with the public, contractors, and Town officials.
- Computer proficiency, including office software and online permitting systems.
- Ability to balance multiple priorities and work independently.

Minimum Desired Qualifications

- Associate's or technical degree in Construction, Civil Engineering, Engineering, or related field (preferred).
- Four (4)+ years of experience as a building inspector, zoning administrator, or code enforcement officer.
- ICC/IBC/IRC certification preferred; Certified Floodplain Manager (CFM) a plus.
- Experience with FEMA requirements and coastal flood hazard areas desirable.
- Valid driver's license required.

Schedule, Compensation & Benefits

- **Schedule:** Full-time
- **Compensation:** Competitive; commensurate with experience and certifications.
- **Benefits:** Comprehensive benefits package.

How to Apply

Send a cover letter and résumé to **Town Administrator, Matt Scruton** at **mscruton@town.rye.nh.us** with the subject line "Building Inspector/Code Enforcement – Application." Applications will be reviewed on a rolling basis until filled.

Equal Opportunity Employer

The Town of Rye is an Equal Opportunity Employer and does not discriminate on the basis of any protected class.