

## **Part-Time Assistant Building Inspector/Code Enforcement Officer**

The Town of Rye, NH, is seeking an experienced and dedicated individual for the position of **Part-Time Assistant Building Inspector/Code Enforcement Officer**.

### **Key Responsibilities:**

- Inspect buildings and structures for code compliance.
- Review and approve construction plans and applications.
- Enforce local, state, and federal building codes and regulations.
- Issue permits, certificates of occupancy, and enforcement documents.
- Respond to public inquiries and provide guidance on building codes and zoning ordinances.
- Investigate complaints and take necessary enforcement actions.
- Collaborate with state and federal agencies on water quality and health-related issues.
- Attend relevant town board meetings as needed.

### **Qualifications:**

- Associate's or technical degree in Construction, Civil Engineering, or a related field.
- At least five years of experience in building inspection, zoning administration, or code enforcement.
- Knowledge of ICC International Building Codes, National Fire Protection Agency Codes, and local zoning and building codes.
- Strong communication and conflict resolution skills.
- Ability to interpret and explain complex regulations and plans.
- Valid driver's license required; BOCA and IBC certification preferred.

**Salary Range:** Grade 8: \$28.53 - \$31.84 per hour

**To Apply:** Interested applicants can obtain an employment application and job description by contacting the Town Administrator at the Rye Town Hall, 10 Central Road, Rye, NH 03870, by calling (603) 964-5523, or by e-mailing [mscruton@town.rye.nh.us](mailto:mscruton@town.rye.nh.us). Applications are also available on the Town of Rye website. Completed applications should be forwarded to the attention of the Town Administrator at the Rye Town Hall, 10 Central Road, Rye, NH 03870.

Application Deadline: Open until the position is filled.

Date of Notice: 7/9/24

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