

Position Purpose:

Performs professional and technical work; responsible for enforcing all construction and related codes; performs administrative duties and manages the issuance of permits and collection fees of the department; and makes inspections of all new construction and renovation projects to assure compliance with adopted codes and ordinances. Enforces public health laws and regulations and sanitary investigations as Health Officer. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Conducts building inspections; documents work process and enforces Codes, RSA's and ordinances.
- Reviews all applications for building construction and improvement permits and demolition of structures, according to all State and local codes.
- Prepares and monitors the annual department budget.
- Provides technical and administrative support to the Zoning Board of Adjustment relative to appeals of code interpretations and rulings.
- Reviews development plans, including schematic building and site drawings to ensure compliance with all state and local building, electrical, plumbing, gas, mechanical, safety, and other codes and ordinances.
- Issues building and related permits for all new construction, alterations, and demolition of structures.
- Responsible for town-wide surveillance of building, health and land use violations.
- Documents citizen complaints and reacts to situations accordingly.
- Responsible for life/safety inspections to public buildings and for foster care and person placement.
- Inspects all phases of commercial and residential construction.
- Enforces national, state, and local codes: identifies code violations, recommends modifications to construction projects, notifies the proper authorities of continuing violations, and coordinates the prosecution of violations with law enforcement officials.
- Maintains liaison with the Fire Department; performs joint inspections as necessary.
- Responds to questions and explains ordinances to property owners, contractors, and the general public; interprets the meaning of code requirements and stipulations.
- Assists in review of local codes and ordinances; recommends changes as appropriate.
- Investigates complaints received from the public concerning unsafe structures and code violations.
- Provides information concerning building permit and construction activity and values to other town departments as appropriate.
- Maintains accurate files of inspections, re-inspections, notes, and required reports.
- Provides customer service to the public; investigates complaints of alleged building code and zoning violations and takes appropriate actions as required. Enforces provisions of the state building code and other relevant regulations.
- Performs investigations as may be required by the Department of Health and Human Services and serves as the Health Officer.
- Performs health inspections and administers state and local health codes/regulations.

- Coordinates with lawyers, real estate agents and banks regarding property history.
- Keeps informed of State Building Code changes and changes to other pertinent regulations.
- Coordinates inspections and appointments.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma; 5 - 7 years' experience in construction, sanitation, engineering; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license, electrical, plumbing licenses; International Code Certifications.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the accepted requirements for building construction, fire prevention, light, 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.

Ability: 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 are in compliance with federal, state and town laws, rules and regulations, and policies governing the plans and documents.

Skill: Excellent organizational skills, excellent mathematical skills, skill in reading site plans, excellent measurement skills, excellent written and verbal communication skills. Strong customer service skills. Proficient with computers and software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job in the office, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. 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 may be required to spend several hours walking or standing. 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.

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 Selectmen Department Liaison.

Supervision Given: None

Job Environment:

- Work is performed under typical office conditions and spends a significant portion of work hours outdoors, exposed to various weather conditions; may be exposed to risks related to working near moving mechanical parts. The noise level is moderate to loud.
- Operates automobile, computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, property owners, engineering companies, building officials and Town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department-related confidential information, including personnel records and pending court action from the Town Counsel.
- Errors could result in delays or loss of service, personal injury, damages to buildings and equipment and have possible legal repercussions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)