

BRIEF JOB DESCRIPTION: Performs the administrative, enforcement, and inspection duties related to the interpretation/compliance with the State Building Code, Town Ordinances, zoning and other applicable regulations to ensure the safety of life and property and compliance with codes and ordinances adopted by the Town. Serves as Health Officer and represents the code enforcement functions at the Planning Board and Zoning Board of Adjustment and Building Inspection Meetings.

SUPERVISION: This position will work under the general supervision of the Town Administrator in close coordination with the Town Planner. In turn, the position assumes full responsibility for interpreting all codes and Zoning and Building Ordinances, subdivision and site plan regulations adopted by the Town and shares clerical/administrative support with the Town Planner.

EMPLOYMENT STATUS: Full-time salaried position with office hours of 8:30 am to 4:00 pm Monday through Friday.

DUTIES AND RESPONSIBILITIES: The performance of the following tasks/functions is required in meeting the expectations for the position as described: *(NOTE: The listed examples are illustrative only and may not include all duties found in this position.)*

1. Administer Zoning Ordinance, Subdivision Regulations, Site Plan Review Regulations, Building Ordinance, and investigate code violations.
2. Reviews plans filed with applications for site plans, subdivisions, variance and special exception requests working with the Town Planner to ensure submissions comply with town codes, ordinances and regulations and state laws and regulations, and prior approvals.
3. Inspects all premises in the Town relating to zoning, electrical, plumbing, mechanical, insulation, masonry, and housing ordinances and codes. This shall include the supervision and records maintenance of all construction related permits.
4. Makes field inspections of building construction, demolition, alterations, renovations, and development projects during and upon completion for compliance with approved plans and specifications and applicable codes, ordinances, and laws.
5. Periodically patrols the Town conducting inspections to monitor for violations of local codes and ordinances.
6. Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to requirements; makes findings; working with other enforcement personnel making recommendations to the Board Selectmen regarding the issuance of warnings, correction notices, or citations.
7. Investigate and attempt to resolve complaints of violations relating to signage, building occupancy, nuisances, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters. Issue all necessary notices and orders when violations are verified.

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8. Serves as Health Officer and shall enforce all rules and regulations in accordance with state statutes, including RSA 128. Works to apply public health guidance from the State of New Hampshire and the Division of Health and Human Services and its Health Officer Liaison program and related notices, bulletins etc.
9. Works with other enforcement personnel of the town including the police chief, fire prevention officer, fire chief, and health officer to coordinate as necessary on the investigation of complaints of violations.
10. Assists residents, contractors, engineers/surveyors and the general public with questions and/or regarding properties, adopted codes, and Town procedures.
11. Meets with the public, builders, contractors, applicants, professionals, governmental officials, and Town staff and board members to review and explain code requirements and violations or potential violations; secures code compliance.
12. Serves as the staff liaison to the Board of Adjustment, attends meetings when they are scheduled, and assists applicants with applications for Board of Adjustment and with filing procedures.
13. Issue building permits, certificates of occupancy, and all other related permits, and maintains records of same. Accounts for all fees due and paid.
14. Provides technical support and guidance to public, Planning Board, Board of Adjustment, Select Board and other Town boards/committees regarding building codes, state agency regulations, land use development issues, state statutes, and current building practices.
15. As needed, meets with land use boards, to provide guidance and interpretation and/or information on ICC, plumbing and electrical regulations, and zoning ordinances.
16. Manages the activities of any third party inspectors/consultants employed or contracted by the Town to assist them in their duties. Assembles and files reports by such inspectors and assures invoicing of responsible parties and collection of amounts due.
17. Studies new materials and methods utilized in the construction field in order to determine applicability and conformance with Town standards. Prepares new legislation and ordinances in order to be consistent with current developments in building code administration under the direction of the Town Planner.
18. Prepare documents and evidence to be presented at local Circuit Court, Superior Court and other hearings and trials; testifies on behalf of the Town in cases related to building and zoning regulations.
19. Maintains appropriate official files of building permit applications received, permits and certificates issued, fees collected, reports of inspections, and notices.

20. Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations, which relate to the position.
21. Prepares and monthly and annual reports for review and submission to the Select Board and Town Administrator of all activities on permits, inspections, and enforcement.
22. Assist in the administering the Town's MS4 Program and Groundwater Protection Program requirements to ensure compliance with the federal and state NPDES General Permit as amended.
23. Assists in the review, design, inspections of the Municipal Water and Sewer systems.
24. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Thorough knowledge of NH State Building and Town codes, regulations, and Ordinances, including state health codes.
2. Knowledge of State RSA's, EPA, and NFPA codes and other federal agency changes.
3. Knowledge of site plan, variance, and other regulatory applications. Thorough knowledge of court procedures.
4. Working knowledge of municipal government. Ability and resourcefulness to remain up to date on current issues, trends, and best practices related to municipal code compliance.
5. Knowledge of Land Use Regulations and legal requirements.
6. Thorough knowledge of typical building construction practices in the residential, commercial, and industrial fields.
7. Knowledge of records maintenance and management.
8. Skills in reading and understanding development plans, in investigating lot/zoning violations, in organizing and prioritizing work. Ability to read architectural engineering manuals, contract specifications, legal briefs, and administrative and judicial decisions is required.
9. Skill in property record, assessing and legal research and in reading, interpreting, and understanding legal documents are essential.
10. Skill in the use of equipment related to building construction and code compliance such as electrical testing device, tape measure, digital camera, and code reference books and Town Land Use Regulations and Ordinances.
11. Skill in the use of computer programs and databases.
12. Ability to interpret, explain and instruct the general public and Town officials of building codes, regulations and ordinances adopted by the town/and or state agency.

13. Ability to interact with the public in a cooperative fashion and achieve voluntary compliance with applicable law, ordinance, regulation, or code.
14. Demonstrate good teamwork, leadership, interpersonal and courteous customer service skills and attitude. Ability to exercise sound and mature judgment and discretion.
15. Strong communication skills with ability to express ideas and concepts orally and in writing and to maintain effective working relationships with employees, public officials, contractors and the public are required.
16. Ability to be decisive on field decisions pertaining to duties and to make timely, comprehensive inspections.
17. Ability to apply relevant Codes and Regulations within an enforcement situation in a consistent, professional manner with timely follow-through.

EDUCATION AND EXPERIENCE REQUIRED: A candidate for this position should have a Bachelor's Degree from an accredited college/university preferable in structural engineering, architecture, or a related field with five (5) years of experience demonstrating a thorough understanding of building codes and construction techniques; or a minimum of ten (10) years of experience demonstrating a thorough understanding of building codes and construction techniques.

Licenses or certificates required for the position includes: Valid NH Drivers at level required to operate vehicle or equipment used, certification in code, housing or zoning enforcement from the American Association of Code Enforcement or an equivalent nationally recognized testing agency preferred, and certification in ICC (International Code Council) or an ability to be certified within six months, is required.

PHYSICAL EXERTION: (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, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see and hear. The employee must occasionally lift, carry and/or move up to 35 pounds, climb ladders and be able to distinguish between shades of color.

For communicating with others, talking is required. For receiving information and instructions from others, hearing is required. For doing the job effectively and correctly, sight is required, specifically close vision and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

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Work is typically performed in an office environment and at inspection sites. While performing the duties of this job, the employee is exposed to machinery with moving mechanical parts, heights, cramped and/or confined spaces, tunnels, ditches and other hazards related to construction sites and equipment; loud noises and vibrations; dirt; fumes, gases and air borne particles; dilapidated structures and buildings; outside weather conditions, construction debris and risk of electrical shock. The work may require the use of protective devices such as masks, goggles, or gloves. Work may involve working under conditions of stress and physical discomfort.

STARTING SALARY: \$70,000 and \$80,000 annually depending on qualifications and/or experience.