

## **DEPUTY BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER**

### **JOB SUMMARY**

Under the direct direction of the Building Inspector/Code Enforcement Officer (BI/CEO) and indirect direction of the Town Administrator, incumbent is responsible for administering and performing inspectional work in the enforcement of National Electrical Code, International Codes (ICC), Plumbing Code, Life Safety Code, Fire Prevention Code and Town zoning as well as all laws, rules, codes, and regulations relating to building inspection and code enforcement. Performs inspectional and enforcement work in securing compliance with Town building, health and zoning codes.

### **SUPERVISION RECEIVED**

Performs assigned functions independently under the supervision of the Building Inspector/Code Enforcement Officer who reviews work for conformance with required standards and evaluates work in terms of effectiveness of results. In conjunction with the BI/CEO assumes responsibility for interpreting national and state codes and local ordinances adopted by the Town relating to building, zoning, and health requirements.

### **SUPERVISION EXERCISED**

Assists in supervising Administrative Assistant (AA) in extended absence of Building Inspector.

### **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Reviews plans and specifications for new commercial, industrial and residential building construction, additions, and alterations; reviews all electrical, plumbing, mechanical, HVAC construction plans and specifications; determines whether plans and specifications submitted comply with Town codes, ordinances, and regulations.
2. Performs on-site inspections of buildings and structures while under construction and determines if construction is in compliance planning board or zoning board of adjustment decisions if applicable; with zoning ordinances and building codes and approved plans and specifications; establishes and maintains inspection records.
3. Issues building, electrical, mechanical, plumbing, driveway and sign permits and certificates of occupancy; prepares necessary forms and reports. In conjunction with the AA and BI/CEO determines fees based on plans and fee schedule.
4. Enforces Town ordinances, as well as all building codes. Reviews complaint situations. Issues violation notices and stop work orders where non-compliance is discovered and advises the Board of Selectmen of any stop orders and subsequent action. Provides information on compliance to violators. Testifies at court proceedings as necessary. May act in the capacity of deputy Health Officer if appointed by the state.
5. Maintains current knowledge of National Electrical Code, International Codes (ICC), Plumbing Code, Life Safety Code, Fire Prevention Code and Town zoning, as well as State laws and Federal regulations relative to code enforcement and health regulations.

6. Responds to verbal and written inquiries from the general public; composes various letters and receives and makes numerous telephone calls pertaining to the position; interacts with various Town departments, boards and State agencies.
7. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Thorough working knowledge of building construction; thorough working knowledge of housing, building, electrical, plumbing codes, and zoning ordinances; thorough knowledge of engineering practices and architectural plans. Knowledge of Town and State public health laws. Ability to explain and instruct the general public, employees, and other Town officials in code enforcement requirements; ability to establish and maintain effective working relationships with officials, employees, and the general public; ability to communicate effectively both orally and in writing. Computer skills are essential.

**MINIMUM QUALIFICATIONS REQUIRED**

Minimum qualifications include a high school diploma, and at least 5 years of experience in at least one of the building trades (plumbing, carpentry, electrical). Must possess a valid New Hampshire driver's license, a vehicle, and also a demonstrated ability to work effectively with clients, other Town departments, officials, and the general public. Must be highly organized and possess the ability to plan, organize, and implement programs and keep accurate records, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Extensive experience, training and certifications in construction and inspection desired.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

Physical effort required in walking, standing, and climbing while performing inspections and investigations. Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Exposure to normal construction hazards while reviewing projects under construction.

<b>Primary Physical Requirements</b>	<b>Other Physical Considerations</b>
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Occasionally required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Rarely required.	Crawling: Occasionally required.
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.
	Kneeling: Occasionally required.
Carry up to 10 lbs.: Frequently required.	Crouching: Occasionally required.
Carry 11 to 25 lbs.: Occasionally required.	Climbing: Frequently required.
Carry 26 to 50 lbs.: Not required.	Balancing: Occasionally required.
Carry over 50 lbs.: Not required	

Reach above shoulder height: Frequently required. Reach at shoulder height: Frequently required. Reach below shoulder height: Occasionally required.	<b>Work Surface(s)</b>	
	Job sites-Sand, gravel, snow, ice and unfinished building spaces Office space-Standard office desk and chair, carpet or tile floors	
Push/Pull: Not required.		
<b>Hand Manipulation</b>		
Grasping: Frequently required. Handling: Frequently required. Torqueing: Not required. Fingering: Frequently required. Controls and Equipment: Computer, telephone Copy and fax machines, typewriter, calculator.	During an 8 Hour Day Employee is Required to:	
	<b>Consecutive Hours</b>	<b>Total Hours</b>
	Sit <u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
	Stand  1 <u>2</u> 3 4 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8
	Walk   1 <u>2</u> 3 4 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8