



TOWN OF HENNIKER ~ JOB DESCRIPTION

TITLE:	Building Inspector-Part Time/On Call
DEPT.:	Land Use / Selectmen's Office

JOB DESCRIPTION: Individual assumes responsibility for interpreting laws, ordinances, rules and regulations as indicated in the NH State Building Codes (as approved Chapter 155-A) as well as electrical and plumbing codes based on the adoption of the International Building Codes.

Individual performs responsible review, inspection, and reporting regarding properties and buildings to ensure compliance with local, state, and federal codes relative to construction, land and building use, and land development in the town. This is a part time on call position.

ACCOUNTABILITY: This position reports directly to the Board of Selectmen/Town Administrator and performs assigned functions independently under the general supervision of the Town Administrator. This position works closely and collaboratively with the Land Use Coordinator.

KNOWLEDGE, SKILLS AND RESPONSIBILITIES: The responsibilities assigned to this position include, but are not limited to, the following:

1. Maintains positive customer-service-oriented relations with the public, including professional communication with all applicants, residents and contractors.
2. Reviews building permit applications and plans; determines whether plans and/or applications comply with state building code, town ordinances and zoning regulations.
3. Coordinates appropriate inspection activities with Fire Department personnel as it relates to enforcement of Life Safety Code regulations or with state inspectors for electrical, plumbing, or related issues.
4. Coordinates and performs on-site inspections of buildings and structures while under construction and determines if construction is in compliance with approved plans and/or specifications and applicable codes, ordinances, laws and regulations.
5. Communicates with applicants any concerns regarding incomplete applications.
6. Issues violation notices and stop work orders when non-compliance is determined and advises the Town Administrator of any stop orders and subsequent actions.
7. Maintains current knowledge of town ordinances, zoning, state and federal regulations related to the municipal building permit process, including energy codes, wetland regulations, lead certification, etc. Recommends process improvements for the issuance and administration of building permits, recordkeeping, and inspection services.
8. Submits, to applicable boards, proposed revisions to ordinances that may conflict or need clarification.
9. In accordance with town and state codes, regulations and ordinances, performs a variety of inspections designed to ensure the enforcement of codes. Determines and participates in action to be taken against violators.
10. Submits a summary of activities on a monthly basis to the Town Administrator.

11. Ability to cope in stressful situations and explain and instruct to the general public, employees, and town officials code enforcement and regulations. Ability to establish and maintain effective, positive and proactive working relationship with officials, employees, and the general public. Ability to communicate in a professional manner both orally and in writing.
12. Deals professionally and effectively with contractors, property owners, and other members of the public when explaining, interpreting and enforcing statutes, rules, regulations, codes and ordinances, especially under strained or adverse conditions.
13. Must be able to respond within one (1) business day for inspections.

ENVIRONMENT:

Outside: 65%

Inside: 35%

PHYSICAL EXERTION AND OTHER CONDITIONS: Physical effort required in walking, standing and climbing while performing inspections and investigations; work is performed under varied conditions involving some disagreeable factors such as climatic conditions, dirt and dust; exposure to normal construction hazards while reviewing projects under construction.

LICENSE AND CERTIFICATION REQUIREMENTS: Possess and maintains a valid NH motor vehicles license. Current ICC (International Code Council) Residential and/or Commercial Inspector Certification. EPA (Environmental Protection Agency) Lead Paint certification.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Ability to work professionally with other employees, the general public, contractors and town and state officials. Ability to use computers, including email, internet, and letter and report writing. Basic Excel or database experience helpful.

EDUCATION: A high school diploma.

03/2003; Revised 11/07/2016