

TOWN OF BELMONT

JOB TITLE: Building Inspector/Code Enforcement Officer

DEPARTMENT: Code Enforcement

STATUS: Full-Time, Non-Exempt, Non-Union

LABOR GRADE: 14

JOB SUMMARY: Assumes the duties of Building Department Inspection and Administration, involving the review of building plans and issuance of permits including building, electrical, plumbing and mechanicals. The inspection of residential and non-residential construction, environmental inspections including junkyard and aquifer protection, and the enforcement of local and state regulations relating to building, health codes and other local regulations.

MAJOR DUTIES (The listed examples are illustrative only, and may not include all duties found in this position):

- Inspects construction of all kinds of structures including setbacks, foundations, electrical, plumbing, insulation and masonry.
- Responds to complaints and reports of non-compliance.
- Responds to public health related complaints and issues.
- Reviews building plans and issues building-related permits and certificates of occupancy and use.
- Interprets and explains building codes to the general public.
- Administers code enforcement issues/decisions for the Town.
- Attends training and professional enhancement meetings as applicable to keep updated on codes and changes.
- Prepares files and consults with Counsel regarding legal action to achieve compliance when necessary.
- Represents the Town on Building, Code Enforcement matters before the Planning Board, Building Code Board of Appeals, and Zoning Board of Adjustment.
- Meets with Federal and State officials as well as planning and legal department officials as required.

- Produces and maintains complete record of activities, both hard copy and electronic.
- Follows up in a timely and comprehensive manner on all inspections, enforcement actions and other calls for service.
- Studies new materials and methods utilized in the construction field in order to determine applicability and conformance with Town standards.
- Prepares new ordinances in order to be consistent with current developments in building code administration.
- Maintains current knowledge of Town ordinances, Building, and all other applicable codes as well as State laws and Federal regulations relating to building and code administration.
- Inspects properties for compliance to junkyard and aquifer protection regulations.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of all related building codes, ordinances and related environmental regulations.
- Knowledge/ability to interpret architectural/engineering plans.
- Skill in the use of measuring devices, electrical testers and other construction related equipment.
- Proficiency in standard office software including Microsoft Access, Word
- Ability to explain and instruct the general public, new employees and other Town officials in building code administration.
- Ability to establish and maintain effective working relationships with other Town officials, departmental employees and the general public.
- Ability to be decisive in field decisions pertaining to duties.
- Ability to make timely, comprehensive inspections.
- Ability to apply relevant Codes and Regulations within an enforcement situation in a consistent, professional manner with timely follow-through.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, climbing or similar activities; recurring lifting of moderately heavy items

such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

MINIMUM QUALIFICATIONS:

- Minimum of five years of experience in the construction or building field, of which some should be in a supervisory capacity, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Municipal experience as a building inspector and/or code enforcement officer is preferred.
- Possession of or ability to obtain ICC certifications within 1 year of hire.
- Possession of or ability to readily obtain proper certifications in Code Enforcement
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.