



TOWN OF DEERFIELD

Building Inspector/Code Enforcement Officer

(Part-time)

GENERAL PURPOSE

Works with Land Use Boards, Fire Department and Selectmen to ensure compliance with town ordinances and state regulations within the Town. Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, zoning ordinances, related rules and regulations. Serves as Building Inspector for the Town.

SUPERVISION RECEIVED

Works under the general guidance and direction of the; Town Administrator, Selectmen, and Land Use Boards.

Reports to and is supervised on a day-to-day basis by the Town Administrator.

SUPERVISION EXERCISED

Coordinates with the Assessing/Building Code Clerk for work related to Building Inspector/Code Enforcement work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Works with NH 911 on updates for new roads, new road names and changes to existing roads.

Meets with the public on requests for new road names and coordinates with the Town Administrator to have the Board of Selectmen approve any new road names.

Makes field inspections of building, demolition and development projects during and upon completion for compliance with approved plans and specifications and applicable codes, ordinances and laws.

Periodically patrols the Town conducting inspections to monitor for violations of local codes and ordinances.

Investigates and reports on 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.

Works with other enforcement personnel of the town including the Police Chief, Fire Inspector, Fire Chief and Health Officer Coordinate as necessary on the investigation of complaints of violations.

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 Selectmen regarding the issuance of warnings, correction notices, or citations.

Works with other support personnel – Town Planner, Health Officer, Fire Inspector, Fire Chief and Police Personnel – acting as advisor/staff to the Board of Selectmen and Land Use Boards.

Attends Land Use Board and other Committee meetings as needed.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.

Provides information to persons who request information or assistance in code enforcement related matters.

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.

Coordinates efforts with the planning and related departments, Town Counsel, and other staff or agencies, as needed.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

Assists Department heads with short and long-term planning and implementation of construction and maintenance projects for all Town facilities Helps determine appropriate materials, equipment, and labor force required, using the most effective procedures to accomplish projects.

Reviews construction and facilities maintenance projects that are in progress by on-site inspections, reviews reports and cost accounting records, and has discussions with department heads. May inspect completed projects for effectiveness of results.

Assists the department head with procurement and purchasing for such, building, maintenance and construction projects.

Is responsible for assuring compliance with applicable building codes, ADA requirements etc. for all Town Facilities.

Witnesses test pit excavation for septic system design, reviews and approves septic system designs. Inspects septic system bed bottoms to ensure compliance with the state-approved design.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;

Skill in operating the listed tools and equipment; ability to observe and read test pits for septic system design and

Ability to prepare, organize and maintain inspection field data, reports and systems; ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; ability to follow verbal and written instructions; ability to handle stressful situations and effectively deal with difficult or angry people.

DRESS REQUIREMENTS

Due to the nature of this position, long pants and closed-toe footwear are to be worn while conducting field inspections. Office attire shall consist of appropriate business casual shirts with long pants or skirts; or dresses.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio; photocopier; calculator; and fax machine.

PHYSICAL DEMANDS

Work is performed mostly in field settings. Considerable outdoor work in various weather conditions is required in the inspection of various land uses and other matters. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE, REQUIREMENTS AND QUALIFICATIONS

Graduation for a high school or GED equivalent; two years' experience related to inspection, law enforcement, building inspection, building construction, land use, public administration or a related field; or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. By signing below, I agree that I have received a copy of this job description and fully understand the expectations and requirements within.

Town Office hours are typically Monday through Friday, 8:00am to 4:30pm. This position will have flexibility to meet department demands as needed.

Please send your resume and cover letter. No phone calls please. Town applications can be found at:

<https://www.townofdeerfieldnh.com/sites/g/files/vyhlf4316/f/uploads/employmentapplication.pdf>

**Send to: Town Administrator
8 Raymond Road
Deerfield, NH 03037**

“Building Inspector/Code Enforcement Position”

Email to: bos@townofdeerfieldnh.com Subject line – “Building Inspector/Code Enforcement Position”

This position will remain open until filled.

The Town of Deerfield is an Equal Opportunity Employer

Posted 5.2.24