

Building Inspector / Code Enforcement Officer

Job Summary

Inspects construction and buildings throughout the Town to ensure compliance with adopted codes and ordinances for the safety of life and property. Interprets codes and ordinances adopted by the Town relating to building, housing, and zoning requirements.

Supervision Received

Performs duties independently under the general supervision of the Town Administrator and Board of Selectmen.

Supervision Exercised

Coordinates daily activities of the Administration Assistant for the Building Department and Zoning Board. Provides work assignments, necessary instructions and training, and reviews work when appropriate.

Essential Duties

Duties will include but are not limited to the following examples:

- Accept, review, and issue permits
- Coordinate activities with the Land Use Coordinator
- Perform required inspections to ensure code compliance
- Write Stop Work Orders for non-compliant work, issue and enforce the order
- Issue Certificate of Occupancy or Certificate of Completion for finished projects
- Respond to State, Federal and Insurance Rating Agency requests for data and information
- Provide information to the ZBA when Building Inspector decisions are appealed to them
- Assists and prepares annual budget for the office in conjunction with the Town Administrator
- Take classes for credit to maintain certification
- Attend Zoning and Planning Board meetings
- Respond to complaints in coordination with the Select Board's Office
- Coordinate with Town Counsel, Health Officer, Select Board, and courts, as directed by the Board of Selectmen
- Submit suggestions to the Planning Board for changes to the Zoning Ordinance
- Other related duties as required

Knowledge, Skills, and Abilities Required

- Comprehensive knowledge of applicable State and Federal laws, International Code Council National Codes, National Fire Protection Association Codes; all locally adopted zoning, land use, and building codes; and all local site plan review, excavation, and subdivision regulations
- Training as a Building Inspector and relevant trades
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Minimum five years' experience as a building inspector and/or code enforcement officer

- Possession of ICC certification.

Knowledge, Skills, and Abilities Preferred

- Electrical and/or Plumbing licenses
- NFPA Certifications
- Possession of or ability to obtain Wetland Certification
- Expertise in the private building sector desirable

Physical Exertion / Environmental Conditions

- Considerable physical effort required in walking, standing and climbing while performing inspections and investigations
- Some 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

Other Qualifications

- Valid driver's license
- Completion of High School or Equivalent
- Two year technical course in architectural engineering or other engineering discipline preferred but not required