

## Job Description

<b>Job Title:</b>	Building Inspector	<b>Department:</b>	Building
<b>Supervisor:</b>	Board of Selectmen	<b>Hourly/Salary:</b>	Appointed
<b>Part/Full Time:</b>	Part Time	<b>Labor Grade:</b>	

### Job Summary:

The Building Inspector's responsibilities may include, but are not limited to, inspection and administrative work 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 of Warner. The Building Inspector will always maintain a professional manner when dealing with the public and with coworkers.

**General Duties and Responsibilities:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

1. Understand, interpret, and enforce state and local laws, ordinances, rules and regulations.
2. Review plans filed with applications for building and driveway permits, variance requests, site review/subdivision approval for compliance with town codes, ordinances, state laws and regulations.
3. Make field inspections of building, demolition, development projects during and upon completion for compliance with approved plans and specifications, and applicable codes ordinances, laws and regulations.
4. Coordinates with local Emergency Management team and assist with other towns as needed.
5. Investigate and report on complaints of violations.
6. Within the scope of authority, take appropriate action(s) to secure compliance including issuing cease-work and corrective orders.
7. Enforce state and local laws, rules, regulations, and ordinances pertaining to septic systems on projects with active building permits.
8. Act as advisor/staff to Board of Selectmen, Planning and Zoning Boards.
9. Deal effectively with contractors, property owners, and other members of the public when explaining, interpreting and enforcing statutes, rules, regulations, codes, ADA requirements, and ordinances, especially under strained or adverse conditions.
10. Keep records, and prepare and present reports as required.
11. Develop, present and administer, after approval, a department budget.

12. Maintain knowledge of techniques, methods, trends, and issues in building inspection and code enforcement and make recommendations to appropriate authority.
13. Attend to many items simultaneously, and/or in sequence.
14. Maintain an appropriate level of confidentiality regarding records of the Town.
15. Familiar with and executes safe work procedures associated with assigned work.
16. Performs other related duties as assigned.

### **Minimum Qualifications:**

- Bachelor of Science in related engineering field and two (2) years construction industry experience OR
- High School diploma or GED and five (5) years experience in building trades.
- Knowledge of approved methods and materials used in building construction, repair and renovation.
- Knowledge and experience in applying and interpreting rules, regulations, code, ordinances, and criteria.
- Demonstrated oral and written communication skills.
- Become an active member of the International Council & Code Administration (ICCA).
- Valid NH Driver's license.

### **Other Considerations and Requirements:**

- Work is performed with considerable independent judgement and discretion in the interpretation, application and enforcement of the laws, rules, regulations, and ordinances.
- Work is reviewed through reports, discussion and results achieved.
- Attendance at meetings of boards and commissions, as required or necessary.
- Receive inquiries at home regarding laws, rules, codes, regulations, ordinances, policies and procedures associated with the job.

**Environment:**                      Inside 30%                      Outside 70%

**Summary of Occupational Exposure:** Employee may be exposed to hazardous materials and adverse weather conditions in the course of execution of duties.

### **Physical Activity Requirements:**

#### **Primary Requirements**

<b>Lift</b> up to 10 pounds:	Frequently required
<b>Lift</b> 11 to 25 pounds:	Occasionally required
<b>Lift</b> 26 to 50 pounds:	Rarely required
<b>Lift</b> over 50 pounds:	Not required

<b>Carry up to 10 pounds:</b>	Frequently required
<b>Carry 11 to 25 pounds:</b>	Occasionally required
<b>Carry 26 to 50 pounds:</b>	Rarely required
<b>Carry over 50 pounds:</b>	Not required
<b>Reach above shoulder height:</b>	Rarely required
<b>Reach at shoulder height:</b>	Frequently required
<b>Reach below shoulder height:</b>	Occasionally required
<b>Push/Pull:</b>	Not required

## Hand Manipulation

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Rarely required
Fingering:	Frequently required

## Other Considerations

Twisting:	Rarely required
Bending:	Occasionally required
Crawling:	Rarely required
Squatting:	Rarely required
Kneeling:	Rarely required
Crouching:	Rarely required
Climbing:	Occasionally required
Balancing:	Not required

**During an eight (8) hour day, Employee is required to:**

### Consecutive Hours

Sit: 1 2 3 4 5 6 7 8  
Stand: 1 2 3 4 5 6 7 8  
Walk: 1 2 3 4 5 6 7 8

### Total Hours

Sit: 1 2 3 4 5 6 7 8  
Stand: 1 2 3 4 5 6 7 8  
Walk: 1 2 3 4 5 6 7 8

## Cognitive and Sensory Requirements

Talking:	Necessary for communicating with others
Hearing:	Necessary for receiving information

Sight:	Necessary to do job effectively
Taste & Smelling:	Necessary to do job effectively

## Specific Vocational Preparation Requirements

- ☐ Short demonstration only
- ☐ Any beyond short demonstration up to and including 30 days
- ☐ 30 – 90 days
- ☐ 91 – 180 days
- ☐ 181 days to 1 year
- ☐ 1 to 2 years
- ☐ 2 to 4 years
- ☒ 4 to 10 years
- ☐ over 10 years