

# Town of Northwood, NH

**POSITION: Building/Inspector/Health & Code Officer**  
**FLSA STATUS: Non-Exempt**

**DEPARTMENT: Building Safety**  
**REPORTS TO: Town Administrator**

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## **GENERAL SUMMARY**

As Code Enforcement Officer, is responsible for the enforcement of IBC building codes, site plan regulations, subdivision regulations, sign ordinance, and zoning ordinance and flood plain regulations. Under RSA 128, the Health Officer is given broad authority to regulate in the areas of public health and safety. The Selectmen and the Health Officer together constitute the local board of health.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Code Enforcement:

- Performs reviews of building, electrical and plumbing permit applications.
- Reviews plans and specifications for building construction and alterations; determines whether plans and applications submitted comply with town ordinances and regulations; issues building, electrical and plumbing permits and certificates of occupancy; prepares necessary forms and reports.
- Performs on-site inspections of buildings and structures while under construction and determines if construction is in compliance with zoning ordinances and building codes and approved plans, specifications or site plans. Issues violation notices and stop-work orders where non-compliance is discovered.
- Issues occupancy permits for approved structures.
- Reviews erection of all signs approved by the Board of Selectmen. Enforces sign ordinance regulations.
- Prepares necessary Notices of Violations.
- Maintains appropriate official files of building permit applications received, permits and certificates issued, fees collected, reports of inspections, notices and orders issued, and sign permits issued and erected.
- Meets with Land Use Boards, as necessary, to provide guidance and interpretation and/or information on IBC, plumbing and electrical regulations.
- Meets with Fire Department officials, as necessary, to insure application of NFPA 101 Life Safety Codes.

### Health:

- Ensures the safety and adequacy of subsurface, sanitary disposal systems within the Town (RSA 147:10).
- Works with the Division of Public Health Services to ensure that sanitary and health conditions are met before the state issues a license to operate a restaurant. The inspection itself shall be conducted by state officials where the Town is not a self-inspecting entity (RSA 147:1).
- Inspects facilities to enforce state and local health and safety standards for child day care, residential care and child placement services (RSA 170-E:6).
- Investigates incidents of disease of animals, notifying the Commissioner of Agriculture and other officials in writing or by more expeditious means, as is appropriate (RSA 443:32).

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Must have sufficient experience and knowledge to understand the principles relevant to the major duties of the position, usually associated with having had a similar position for five years.

### **Knowledge, Skills and Abilities**

*Building Official duties* require knowledge of the principles and practices, methods, and materials of commercial, industrial and residential construction, knowledge of the techniques, methods and trends related to building inspection and codes administration, knowledge of federal, state and local building codes and safety requirements, knowledge of structural, gas, mechanical, plumbing and fire prevention codes for building construction, knowledge of town planning and zoning ordinances, knowledge of construction industry standards and knowledge of the geography, subdivisions and streets of the town. Skills in performing mathematical calculations, in reviewing site plans and subdivision plots, in using such inspection, test and measurement equipment as amp meters, circuit testers and rulers are essential. Strong skills in the use of a computer, maintaining files and records, and communicating verbally and in writing are required.

*Zoning Enforcement Officer duties* require knowledge of relevant town subdivision regulations, site plan review regulations, adopted zoning ordinances and appropriate state regulations relating to planning and zoning activities, knowledge of town geography, knowledge of legal processes and legal terminology, and knowledge of building processes. Skills in reading and understanding development plans, in investigating lot/zoning violations, in organizing and prioritizing work, skill in property record, assessing and legal research and skill in reading, interpreting and understanding legal documents are essential. Skills in the use of drafting and measurement tools, in reading maps, charts and surveys, and in the use of computers, software, data base programs, spreadsheets and calculators is required. Skills in oral and written communications, in dealing with the public and in interpersonal relations with diverse public are essential.

Duties of both positions require ability to demonstrate good teamwork, leadership, interpersonal and courteous customer service skills and attitude and the ability to exercise sound and mature judgment and discretion. Ability to read architectural engineering manuals, contract specifications, legal briefs, and administrative and judicial decisions is required. Strong communication skills with ability to express ideas and concepts orally and in writing and to effectively maintain working relationships with employees, public officials, contractors and the public are required.

*Health Officer duties* require full knowledge and understanding of all applicable RSAs. The ability to read, understand, interpret and enforce applicable rules, regulations, ordinances and laws. Must obtain and maintain those certifications required to perform job functions.

## **SUPERVISION EXERCISED**

None.

## **LICENSING AND CERTIFICATION**

Valid NH Driver's License at level required to operate vehicle or equipment used. Knowledge of housing or zoning enforcement. Certification preferred.

## **TOOLS AND EQUIPMENT USED**

Ladders, hand tools, drafting and measurement tools such as rulers, amp meters and circuit testers; maps, charts and surveys; computers, software, data base programs, fax machine, calculators and other general office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see and hear. The employee must occasionally lift, carry and/or move up to 35 pounds, climb ladders and be able to distinguish between shades of color.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office and at inspection sites.

While performing the duties of this job, the employee is exposed to machinery with moving mechanical parts, heights, cramped and/or confined spaces, tunnels, ditches and other hazards related to construction sites and equipment; loud noises and vibrations; dirt; fumes, gases and air borne particles; dilapidated structures and buildings; outside weather conditions, construction debris and risk of electrical shock.

The work may require the use of protective devices such as masks, goggles or gloves. Work may involve working under conditions of stress and physical discomfort.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**