



# Town of Northwood, New Hampshire

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-5586 Facsimile: (603)942-9107

## EMPLOYMENT OPPORTUNITY

### Building Inspector/Code Enforcement Officer/Health Officer

#### Part-time

The Town of Northwood, NH is accepting applications for the position of Building Inspector/Code Enforcement Officer/Health Officer. This is a part-time position working approximately 30 hours per week. Salary range is \$28.00 - \$35.00 per hour, depending on qualifications and experience.

Under the general supervision of the Town Administrator, the Building Inspector/Code Enforcement Officer is responsible for issuing building, electrical, mechanical, and plumbing permits. Performing inspections for the enforcement of ICC codes, Federal, State, and Town laws, rules, codes, and regulations relating to building construction, inspection, and code compliance. Plan review for all commercial, industrial, and residential building. Preparation and administration of department budget. As Health Officer under RSA 128, the position is given broad authority to regulate in the areas of public health by the Board of Selectmen.

Minimum qualifications include a high school diploma and at least 5 years of experience in a similar position. A Bachelor's degree in a related field is preferred. In addition, the successful candidate should possess a demonstrated ability to work effectively with other town departments, town and state officials, and the general public. Candidates must communicate well, possess the ability to plan and maintain an organized schedule and keep accurate records. A valid driver license is also required.

Interested candidates should submit immediately a cover letter, a Town employment application and resume to Town Administrator. 818 First NH Turnpike, Northwood, NH 03261 or by e-mail to [nirvine@northwoodnh.org](mailto:nirvine@northwoodnh.org)

Visit: <https://www.northwoodnh.org/entity/Employment-36> for a complete job description. Position will remain open until filled.

The Town of Northwood is an Equal Opportunity Employer.

Posted: August 24, 2023