

**Part-time
Building Inspector/Code Enforcement Officer**

Position Overview: The Building Inspector/Code Enforcer is responsible for ensuring that construction projects comply with building codes, zoning regulations, and other relevant ordinances. Inspections are performed at various stages of construction to verify compliance with safety standards, quality requirements, and approved plans. The Town of New Ipswich's population is 5,400. This position plays a crucial role in promoting public safety and certifying that structures are constructed in accordance with legal and regulatory requirements.

Key Responsibilities:

1. **Conduct Inspection:** Perform thorough inspections of residential and commercial construction projects at various stages, including foundation, framing, electrical, plumbing, final inspection. Inspectors must comply with building codes, zoning regulations, and approved plans.
2. **Interpret Building Codes:** Interpret and enforce local and state building codes, as well as zoning ordinances and other relevant regulations. The preferred candidate shall possess a comprehensive understanding of building codes and stay updated on any revisions or amendments.
3. **Document Findings:** Record inspection results, observations, and any violations detected during inspections. Prepare detailed reports outlining compliance issues and corrective actions required. Maintain accurate records of inspections, correspondence, and enforcement activities.
4. **Provide Guidance and Support:** Offer guidance and assistance to contractors, developers, and property owners regarding code compliance, permit requirements, and construction best practices.
5. **Issue Permits:** Review permit applications, plans, and specifications submitted for construction projects. Approve permits and issue certificates of occupancy or compliance upon successful completion of inspections and verification of compliance with applicable regulations.
6. **Investigate Complaints:** Respond to complaints and reports of potential code violations from the public, other agencies and/or internal sources. Conduct investigations, site visits, and follow up inspections to address reported issues and ensure compliance with regulations.

Qualifications:

- An associate degree in electrical, plumbing, architectural drawing, or building technology is preferred. An equivalent combination of education and experience will be considered.
- Knowledge of building codes, zoning regulations, and construction standards.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in using computer software.

Applicants must submit a current resume, cover letter and Town of New Ipswich application which is available on the Town's website by Monday **May 13, 2024**. Please submit via email to townadmin@newipswichnh.gov or by mail to Town of New Ipswich, Attn: Board of Selectmen, 661 Turnpike Road, New Ipswich, NH 03071.