

TOWN OF WAKEFIELD

12/2019

JOB TITLE: Building Inspector/Co-Code Enforcement/Co-Health Officer

DEPARTMENT: Building/Code/Health

STATUS: Full-Time, Non-Exempt

JOB SUMMARY: The chief enforcer of all State Building Codes and Local Building Codes, Monitors and enforces the Town's Zoning Regulations. Monitors and enforces local and state health codes.

MAJOR DUTIES:

- Develop and oversee Building Department budget.
- Reviews applications for building permits for accuracy and compliance.
- Reviews building plans.
- Collects building permit fees in accordance with established fee schedule.
- Maintain records of site inspections.
- Inspects building sites during and after construction to determine compliance with applicable statutes.
- Enforces all Town of Wakefield Building, State RSA's.
- Weekly reports to the Board of Selectmen
- Conducts inspections of alleged health violations and takes enforcement action when warranted.
- Maintains accurate records and files on applications and building permits.
- Review & enforce zoning ordinance.
- Coordinates Code Enforcement efforts with Co-Code Enforcement Officer
- Meets with the public.
- Attends Building Official trainings/meetings (at least 6 per year) and maintains membership

- Attends any required Health Officer meetings and maintain membership.
- Works closely with the Wakefield Fire Chief and when, authorized, acts as the Chief's agent performing various fire inspection related duties.
- Provides reports as required to the Town Administrator, Board of Selectmen and other Boards as needed.
- Work closely with Wakefield Police Department on any legal issues
- Interface with the public, resolve conflicts, differences between building enforcement issues, local and State jurisdiction.
- Manages violation files/complaints.
- Attends Zoning Board site walks as deemed necessary
- Attends Zoning Board meetings monthly as deemed necessary
- Assist public with planning and zoning forms/issues and questions
- Work with Board of Selectmen and other boards in gathering bids for project being done on town owned buildings
- Review and re-write policies and procedures as needed for approval by Board of Selectmen
- Works with and maintains positive relationships with State agencies.
- Attends Board of Selectman meetings as required
- Work closely with Town Counsel on any legal issues including going to court
- Testify as expert witness when subpoenaed
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of state building codes.
- Knowledge of Town policies and procedures, local regulations and ordinances.
- Knowledge of engineering and construction principles.

- Skill in organizational and attention to details.
- Ability to read and understand architectural and construction plans and reports.
- Ability to conduct site inspections over long distances with uneven terrain in all types of weather.
- Ability to manage a variety of tasks simultaneously, deal effectively with property owners, developers, elected and appointed officials, other municipal employees, and the general public.
- Ability to operate a computer, calculator, copier, fax machine.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative relationships with Town officials, employees and the general public.
- Ability to prepare and review reports.
- Ability to demonstrate integrity and tact.

SUPERVISORY CONTROLS: The employee completes assignments by defining objectives, priorities and deadlines; the Town Administrator may assist the employee with unusual situations that do not have clear precedents. The Town Administrator is the employees direct supervisor. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen

course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. The employee is expected to work closely with the Shoreland Protection/Co-Code Enforcement/Co-Health Officer to coordinate effective operation of the Department. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or similar situations where conditions cannot be controlled).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Employee has no supervisory authority. Employee shall coordinate and share the workload for Code Enforcement and Health with the Shoreland Protection/Co-Code Enforcement/Co-Health Officer. May be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of an Associate's Degree.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the job usually interpreted to mean 10 years of construction experience or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of ICC certifications in Residential Combination Building (1 & 2 families), Residential Electrical, Plumbing and Mechanical and Commercial Building, or the ability to obtain within 1 year of employment
- Possession of a valid driver's license for the type of vehicle or equipment operated.

Revised 10/11/2011

Revised 7/10/13

Revised 4/11/2018

Revised 12/2019 (full time)