



TOWN OF NEWPORT, NH
Part Time Building Inspector

The Town of Newport, NH is seeking a detail oriented individual to fill the position of Part Time Building Inspector; 2-3 days per week, depending on necessity.

This role is responsible for administering and performing plan review and inspection work in the enforcement of State and Town laws, rules, codes and regulations relating to buildings and structures.

Interested and qualified candidates are encouraged to read the full job description and complete a Town of Newport Employment Application found on our website at www.newportnh.gov. Salary Range (effective July 1, 2023) \$25.86 - \$39.35/per hour DOQ.

All applications should be submitted to Joanne Dufour, Executive Assistant, 15 Sunapee Street, Newport, NH 03773; or jdufour@newportnh.gov; or call with questions at (603) 863-1877. Position will remain open until filled.

The Town of Newport is an Equal Opportunity Employer.

Position Purpose:

Performs professional and technical duties for the Planning and Zoning Department. This role is responsible for administering and performing of plan review and inspectional work in the enforcement of State and Town laws, rules, codes and regulations relating to buildings and structures. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Reviews plans and specifications for the construction of commercial and residential buildings and structures, additions and alterations. Determines whether plans and applications submitted comply with State and Town codes, ordinances and regulations.
- Reviews all electrical, structural, architectural, plumbing and mechanical construction plans.
- Coordinates appropriate inspection activities with Fire Department personnel (inspectors, etc.) and Health Inspector and serves with the Fire Chief and the Health Officer as a member of the Housing Board of Appeals.
- As a member of the Housing Board of appeals, participates in the administration and enforcement of the Town of Newport Housing Code.
- Issues building permits and certificates of occupancy; prepares necessary forms and reports and maintains public records related thereto.
- Performs on-site inspections of buildings and structures while under construction and during alteration or renovation for the purpose of obtaining compliance with zoning ordinances and building codes.
- Issues violation notices and stop work orders as required seeking abatement of violations of zoning ordinances, building codes or other regulations which are in effect.
- Receives, reviews and responds to complaints in an appropriate manner.
- Maintains current knowledge of state laws, town ordinances and the codes and standards adopted thereby including the International Building, Residential, Plumbing, Mechanical and Fuel Gas Codes and the National Electrical Code and other technical material relative to code enforcement.
- Responsible for enforcement of all building, electrical, plumbing, mechanical and other applicable codes.
- In accordance with state and local codes, regulations and ordinances perform a variety of inspections pursuant to the enforcement of codes.
- Recommends and participates in appropriate legal action to be taken to prevent unlawful construction or to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises or to stop an illegal act, conduct, business or use of a building or structure on or about any premises.
- Responds to verbal and written inquiries from the general public.
- Composes various letters and receives and makes numerous telephone calls pertaining to the position.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate Degree required, Bachelor's Degree in related field preferred; Five to seven (5-7) years of progressive experience; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

High School Diploma; Associate Degree preferred; 3 - 5 years' experience in construction, sanitation, engineering; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license; electrical, plumbing licenses; International Code Certifications.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Knowledge of state building codes to include residential and commercial building, electrical, plumbing and state energy codes.

Ability: Ability to establish and maintain working relationships with organizations, departments and officials. Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to operate standard office equipment and a motor vehicle. Ability to understand complex documents and respond to sensitive inquiries or complaints. Ability to read building plans and documents and to determine whether the plans and documents are in compliance with federal, state and town laws, rules and regulations, and policies governing the plans and documents.

Skill: Excellent written and verbal communication skills. Proficient interpersonal and problem-solving skills. Report writing skills. Excellent organizational skills. Basic skill in the use of computers and applications.

Physical Requirements:

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.

This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Stoops, kneels, crouches, and/or crawls. Regularly required to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Work is performed under the direction of the Zoning Administrator.

Supervision Given: None.

Job Environment:

- Work is performed under varying conditions; spends a significant portion of work hours outdoors, exposed to various weather conditions; may work in high precarious places or be exposed to risks related to working near moving mechanical parts. Noise level is moderate.
- Operates automobile, computer, telephone, facsimile machine, copier and other standard office equipment.
- Employee has frequent contact with the general public, town departments, town officials, contractors, and property owners. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in injury to the employee or others, delays or loss in service, damages to buildings or equipment and legal or financial repercussions for the Town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)