

## TOWN OF WILTON

### Building Inspector/Code Enforcement Officer

**DEPARTMENT:** Building & Land Use

**GRADE:** 7

**CLASSIFICATION:** Non-Exempt - Hourly

#### Job Summary

The Building Inspector/Code Enforcement Officer job is structured as a part-time position of up to twenty (20) hours per week. The employee provides their own transportation, maintains a record of job-related mileage and is reimbursed for that mileage. The duties of the position include maintaining the Building Department office and being available to the public to answer code related records. The inspector schedules and performs inspection of the projects as needed to assure code compliance and issues Certificates of Occupancy when they are completed. The inspector must possess the office skills, the interpersonal skills and have the knowledge and physical ability to perform these tasks. The inspector is on call to evaluate structures damaged by fire or other calamity to determine if they are fit for use or need to be condemned.

#### Supervision Received

The Building Inspector/Code Enforcement Officer receives supervision from the Town Administrator.

#### Examples of Essential Duties

- Be available in the office to provide application forms and information to the public.
- Accept, review and issue permits.
- Coordinate activities with the Building & Land Use Administrator.
- Maintain records of all permits and other activity.
- Schedule and perform required inspections to ensure code compliance.
- Write Stop Work Order for non-compliant work, issue and enforce the order.
- Issue Certificate of Occupancy or Certificate of Completion for finished projects.
- Respond to State, Federal and Insurance Rating Agency requests for data and information.
- Provide information to the ZBA when Building Inspector decisions are appealed to them.
- Prepare annual budget for the office in conjunction with the Town Administrator and presents to the Budget Committee and the Selectmen.
- Take classes for credit to maintain certification.

Duties of Code Enforcement Officer:

- Respond to complaints in coordination with the Selectmen's Office.
- Write and issue order for correction of violation of the Zoning Ordinance and/or State Regulations in the correct legal format and with the required references to State RSA numbers for enforcement.
- Coordinate with the Town Counsel, Health Officer, Selectmen, and courts as needed.
- Issue sign permit applications:
  - Evaluate applications for compliance with the Sign Ordinance
  - Then send the application to the Planning Board for approval.
  - Issue the approved permit and inspect the installed sign.
- Submit suggestions to the Planning Board for changes to the Zoning Ordinance.

**Knowledge, Skills and Abilities Required**

Technical training in building trades or equivalent experience. Working knowledge of ICC & NFPA codes. Certification in at least one ICC category for inspectors within 180 days of employment. Computer skills for research, document writing and record keeping. Ability to work independently. Familiarity with the New Hampshire State Building Codes. Ability to interact with contractors, the public and other officials. Ability to conduct inspections in the field.

**Minimum Qualifications Required**

A high school graduate. A valid driver's license and vehicle for transportation.