TOWN OF FREMONT

JOB TITLE: Building Official **12/15//10**

DEPARTMENT: Planning and Zoning

STATUS: Part-Time, Non-Exempt

JOB SUMMARY: Responsible for the application of published codes, ordinances and state statues as they relate to residential and commercial buildings and for performing the inspections related to the same. Issues corrective actions, notices, and stop work orders as necessary. May be responsible for supervision of others. Performs reviews, approves and issues all permits. Responsible for the overall management of the Building Department.

MAJOR DUTIES: (The listed examples are illustrative only, and may not include all duties found in this position.)

- Reviews applications, plans, and specifications for building construction and alterations, including structural, electrical, and plumbing; determines whether plans and applications submitted comply with locally-adopted and State regulations, including electrical and plumbing regulations.

- Advises and assists applicants with compliance.

- Schedules and performs on-site inspections of buildings and structures while under construction, and determines if construction is in compliance with locally-adopted and State regulations, including electrical and plumbing regulations, as well as approved plans and specifications.

- Issues building permits and certificates of occupancy; when non-compliance is discovered, issues enforcement documents, including cease work and corrective orders.

- Investigates complaints concerning illegal junk yards, construction without proper permits, and zoning violations.

- Proceeds with appropriate enforcement action on complaints as necessary.

- Follows up on outstanding Cease & Desist Orders.

- Responds to questions and concerns from the public about code enforcement issues; works with residents to resolve conflicts and complaints.

- Witnesses digging of test pits for septic systems to ensure compliance with local and State regulations; reviews all septic plans prior to forwarding to the State for compliance with local and State regulations.

- Prepares, presents, and maintains annual Department budget; reports any problematic areas or expected shortcomings of the budget to Town Administrator and Board of Selectmen.

- Maintains detailed and accurate building inspection and code enforcement records.

- Advises and assists Planning Board, Zoning Board of Adjustment, Health Officer, Fire Department, Road Agent and Board of Selectmen as needed.

- Acts in Health Officer or Deputy role as necessary.

- Provides directions and expertise relating to FEMA Flood Plain Program.

- Assists the public with questions and concerns relating to the National Flood Insurance Program.

- Updates the Fremont Building Official web page as required.

- May provide oversight of and supervision to the Land Use Administrative Assistant.

- Attends professional association discussions, meetings and seminars as required.

- Creates specifications and purchases equipment, supplies and materials in support of the role and consistent with the budget approvals.

- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Comprehensive knowledge of State and federal laws, International Code Council National Codes, National Fire Protection Association Codes; all locally-adopted zoning, land use, and building codes; and all local site plan review, excavation, and subdivision regulations.

- Knowledge of Town and State public health laws, electrical, building, plumbing and mechanical trade knowledge.

- Skill in conflict resolution.

- Skill in the analysis and research of complex code or construction related issues.

- Skill in Microsoft Office applications.

- Basic skill in use of a personal computer with standard office software; basic skill in use of standard office equipment.

- Ability to interpret and enforce zoning ordinances and State laws; ability to explain, instruct and advise the general public, employees, and other Town officials in code enforcement requirements, codes, regulations and zoning; ability to read and understand plans, blueprints, and State licensing procedures; ability to understand the enforcement action process; ability to document inquiries and inspection reports; ability to develop, present, and administer a departmental budget; ability to communicate effectively both orally and in writing; ability to work on multiple projects simultaneously; ability to handle stressful situations; ability to do simple math computations; ability to establish and maintain effective working relationships with Town officials, employees, other building officials, State inspectors, contractors, architects, engineers, property owners, and the general public; ability to attend evening meetings and hold some evening office hours.

- Ability to express written and verbal professional opinions based on knowledge and sound judgment.

- Ability to maintain cooperative working relationship with property owners, contractors, design professionals, and other town employees.

- Ability to exercise excellent customer service skills, good judgment and integrity. Knowledge and training of building and life safety codes and local regulations.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an

administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

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 involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: First line supervisors at this level are usually responsible for the work performance of a small group of employees or a larger group with a homogeneous objective, i.e., employees all perform the same basic type of work. They are responsible for planning, organizing and monitoring day-to-day work on a short-term cycle. They assign work to subordinates, adjust workflow to maintain balance among positions and meet priorities or deadlines and make minor changes in structure, methods or procedures as necessary to accommodate changes in work pattern, emphasis or capability. They may recommend major changes for higher-level action. They usually counsel employees, hear and resolve minor complaints and grievances, participate in performance evaluations and personnel management recommendations.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a high school diploma; Associate's or technical degree in Construction, Civil Engineering, Engineering or related field preferred.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with at least five years experience as a building inspector and/or code enforcement officer; expertise in the private building sector desirable; possession of ICC and NFPA certifications, as well as electrical and/or plumbing licenses preferred; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

- Certification as a building official helpful and licensure as an electrician or plumber would be useful, but not required.

- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle operated.