Job Description
Responsible for code enforcement and the review and issuance of building permits required by the Town and making on-site inspections to ensure compliance with all local, state and federal adopted codes and ordinances. Responsible for fire inspections as required. Must be certified or pursuing certification through the International Code Council (ICC) and demonstrate knowledge of codes and ordinances. Should be: Experienced as a Building Inspector / Code Enforcement Officer, results-oriented, organized, have strong computer skills (including GIS and Office), and a positive outlook focused on providing excellent customer service. Must work well in a team environment and be good at communicating.

Supervision Received
Works under the general supervision of the Town Administrator and finally to the Board of Selectmen.

Examples of Duties
Technical Responsibilities
A. Administer the New Hampshire State Building Code, issue building permits and certificates of occupancy.
B. Code enforcement; ensuring code compliance and that construction projects have required permits
C. Review building permit applications, plans and specifications to determine compliance with local building codes and applicable land use ordinances.
D. Make on-site inspections of buildings under construction or renovation to ensure compliance with local codes and land use ordinances. Data entry, record keeping, filing, organizational skills required.
E. Arrange for the inspection of sewerage disposal systems; witness test pits, review sewerage disposal system plans for compliance with the Town of Greenland regulations, issue local sewerage disposal systems permits in conjunction with DES, and inspect systems under construction.
F. Attend training seminars to keep abreast of developments including new technology, rules and regulations.

Administrative Responsibilities
A. Keep records and prepare reports of building permits, occupancy permits and zoning violations as well as non-compliance reports or stop work orders.
B. Maintain, organize and retain permits, site plans and associated paperwork at Greenland Town Hall; provide building activity reports to the Board of Selectmen and Planning Board.
C. Attend meetings of the Board of Selectmen, Conservation Commission and Planning Board upon request; attend Zoning Board of Adjustment meetings on a monthly basis to represent the Town.
D. Update and advise Town Administrator, Board of Selectmen and Planning Board regularly on reviews, permits, current and future projects, code enforcement matters, and code changes
E. Prepare departmental budget; process permit fees in conjunction with the Town Clerk and Treasurer.

Public and Interdepartmental Relations
• Serve as information resource for property owners, realtors, contractors, attorneys and others for interpreting and advising on land use and building issues (both Town and State).
• Investigate citizen’s complaints and initiate appropriate action to ensure compliance when necessary.
• Coordinate with the Health Office, Fire Chief and Police Department to ensure proper inspection and follow up of outstanding issues.
• Develop short and long term goals for the department.
• Maintain office hours to accommodate the needs of the public requiring the services of the Building Department.
• Assists with E911, Safety Committee, Joint Loss Committee and other Town committees and boards as needed.

COVER LETTER, RESUME AND REFERENCES SHOULD BE SENT TO: Matthew Scruton (mscruton@greenland-nh.com)
Town Administrator
11 Town Square
PO Box 100
Greenland, NH 03840

Closing Date: Open Until Filled
The Town of Greenland, NH is accepting resumes for a Building Inspector/Code Enforcement Officer. The Town will consider qualified applicants interested in either full-time or part-time employment; please indicate preference when applying. Responsible for code enforcement and the review and issuance of building permits required by the Town and making on-site inspections to ensure compliance with all local, state and federal adopted codes and ordinances. Responsible for fire inspections as required. Must be certified or pursuing certification through the International Code Council (ICC) and demonstrate knowledge of codes and ordinances. Should be: Experienced as a Building Inspector / Code Enforcement Officer, results-oriented, organized, have strong computer skills (including GIS and Office), and a positive outlook focused on providing excellent customer service. Must work well in a team environment and be good at communicating. Compensation to be based on qualifications and experience. Job description available at the Greenland Town Office, on the Town website at www.greenland-nh.com

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