

Position Title: Building Inspector/Code Enforcement Officer

Date: April 1, 2024

Salary: \$28-\$32/hourly

Reports to: Board of Selectmen

Schedule: Daily hours are requested but flexible scheduling is available pending discussion with Board of Selectmen.

Purpose: The Town of Goshen, NH is currently accepting applications for a part-time, per diem Building Inspector/Code Enforcement Officer. This position will serve and be a partner in the community serving as a representative of the town working with property owners, town boards and committees, as well as contractors, state, and federal agencies.

Position description: This role will work with property owners and relevant agencies to ensure projects such as new builds, remodels, expansions, changes in use, etc. are in compliance with laws, regulations, and ordinances. Additionally, this role will inspect properties for code violation and notify property owners of any necessary corrections and will issue citations and warnings as appropriate. Will prepare reports of findings and regularly provides updates to the Board of Selectmen. Maintains records of inspections/violations. Works with property owners, the Building Inspector and Health Inspector as well as other agencies, and departments to resolve issues.

The ideal candidate must have knowledge and experience in to include structural, electrical, and plumbing inspections of buildings and certificates of occupancy issuance; must be proficient in interpretation and enforcement of local, State and Federal laws, codes and regulations pertaining to zoning, building and land use.

Goals and accountabilities for this position:

- Build a robust code enforcement program that is centered around collaboration with community members.
- Working alone or in collaboration with Boards/Departments/Committees, enforce and ensure all codes and ordinances are followed in the Town.
- Investigates complaints and takes appropriate actions by prioritizing the health, safety, and environmental needs of the Town and its residents. Proactively patrols and surveys locations for violations during the course of duties. Follows up on concerns, complaints, and any community relations questions.
- Works with the Town to identify problematic properties (for example abandoned properties).
- Work across Boards/Departments/Committees for annual review and updates of local ordinances.
- Basic computer skills and the ability to learn and use new software programs.
- Capable of researching and understanding laws, regulations, and ordinances. Researches land records and permitting records.
- Remains up to date on codes, laws, and ordinances.
- Issues building permits.
- Ability to multitask and prioritize.
- Excellent communication and interpersonal skills.
- Customer Service skills.
- Strong organizational skills.
- Detail oriented.
- Problem solving skills.
- Ability to work independently.
- Other duties as assigned.

Qualifications:

The ideal candidate will possess an Associate's degree in Construction, Civil Engineering, Engineering, or has previously served as a Code Enforcement Officer with experience in building systems, wetlands and floodplains permitting requirements, soils, and site plan design and/or inspection OR equivalent combination of education and experience demonstrating possession of the required knowledge, skills and abilities. And will possess at least five years of code enforcement or directly translatable experience (for example building inspector). The candidate will be well informed regarding NH statutes and has experience in construction and building codes.

Preferred qualifications:

Bachelor's degree in Construction, Civil Engineering, Engineering, or related field is preferred or experience as a Code Enforcement Officer or Building Inspector with at least seven to ten years of experience. Experience with local ordinances.

How to apply:

Please submit a cover letter and resume to the Board of Selectmen, via email at Selectmen@goshennh.org
Resumes will be accepted until the position is filled.