

**TOWN OF BRENTWOOD, NH**  
**JOB DESCRIPTION FOR BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER**

**JOB SUMMARY—DEC 2024**

Performs the activities of Building Inspection and Code Enforcement involving Plan review and the inspection of construction throughout the Town to ensure the safety of life and property and compliance with codes and ordinances adopted by the town.

**SUPERVISION RECEIVED**

Performs assigned functions independently under the general supervision of the Board of Selectmen, by and through the Town Administrator. Assumes full responsibility for interpreting all codes and zoning, subdivision, and site plan ordinances adopted by the Town.

**SUPERVISION EXERCISED**

May supervise an assistant and/or part-time inspector as necessary.

**ESSENTIAL DUTIES**

(This list does not include all duties which may be performed or required.)

1. Supervises the inspection of all premises in the Town relating to zoning, electrical, plumbing, mechanical, insulation, masonry, and housing ordinances and codes.
2. Represents the Town before the Planning Board, Building Code Board of Appeals, and Zoning Board of Adjustment.
3. Meets with the public, builders, contractors, applicants, professionals, governmental officials, and Town staff and board members to review and explain enforcement and administration of the Building Code, zoning ordinance, and other regulations.
4. Issues building permits, all other related permits and maintains records of same. Accounts for all fees due and paid.
5. Explains and assists the public in understanding codes adopted by the Town pertaining to , building electrical, plumbing, and zoning ordinances.
6. Studies new materials and methods utilized in the construction field in order to determine applicability and conformance with Town standards. Prepares new ordinances in order to be consistent with current developments in building code administration for approval by the appropriate board.
7. Reviews Site plans, Structural plans, and other new development, and conducts periodic inspections to insure compliance with all town codes.
8. Maintains knowledge of current Town ordinances, building code, and all other applicable codes as well as state laws and federal regulations relating to building code administration.

9. Has frequent contact with citizens to receive complaints, research codes, and insure compliance with various laws and ordinances.
10. Performs site inspections as needed in response to formal complaints, research the complaint to determine if a legitimate violation, and prepare applicable memo to enforcing agent (BOS, PB, etc.). Monitor the site in which a complaint is filed to be the eyes/ears of the Town and provide updates as necessary.
11. Proactively keep up municipal building maintenance plan. Meeting with appropriate vendors and contractors to obtain estimates or bids in accordance with the town purchasing policy for required maintenance services and repairs. Work with Town Administrator on RFP's for projects larger in scope as needed.
12. Participate in ICC training and NHMA training for relevant issues.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Thorough knowledge of all related building codes and ordinances. Thorough knowledge of engineering practices and architectural plans. Ability to explain and instruct the general public, new employees, and other Town officials in building code administration. Ability to establish and maintain effective working relationship with other Town officials, departmental employees, and the general public.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Considerable physical effort is required to perform inspections and investigations. Position requires walking and standing on uneven, slippery, or otherwise irregular surfaces; working in high places which may require climbing a ladder; working in confined spaces which may require bending or crouching; working in inclement weather such as snow, rain, and extreme hot or cold; working in dusty environments and where falling, sharp, or otherwise dangerous objects may be present. Position requires sitting for extended periods of time, using hands to finger, handle and feel objects or controls, reaching with hands and arms, and lifting and/or moving 75 pounds or less.

**MINIMUM QUALIFICATIONS REQUIRED**

A degree in Construction Management , Architecture , Structural engineering or closely related field, hold a ICC certification or proof of ongoing ICC training and at least five years of experience in the construction or building field, of which some should be in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Must complete a NHMA or equivalent code enforcement course.

Employee Signature \_\_\_\_\_  
 Date \_\_\_\_\_