

# Town of Hampstead, NH

**POSITION:** Chief Building Official  
**FLSA STATUS:** Exempt  
**LABOR GRADE:** 14

**DEPARTMENT:** Building/Code Enforcement  
**REPORTS TO:** Board of Selectmen  
**DATE:** March 2019

## **GENERAL SUMMARY**

Responsible for the supervision and administration of the Building, Health, and Zoning departments, which includes complex technical duties enforcing codes, regulations and laws to ensure public safety and health.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administers Department operations, supervises subordinates, trains, evaluates and disciplines employees, assigns, monitors and coordinates work.
- Performs building plan reviews and issues permits, performs site plan and subdivision plan reviews, and performs septic plan reviews.
- Writes reports/recommendations to permit applicants, engineers, architects and respective land use boards.
- Answers and responds to phone calls/emails from the general public, attorneys, engineers, architects and developers regarding planning, zoning, land use, building, electrical, plumbing, fire and health codes.
- Performs site visits of properties within his/her jurisdiction, both residential and commercial, to inspect for compliance with the building, health, and zoning codes.
- Reviews, implements and develops departmental budget.
- Communicates and works with the Town attorney to resolve, prosecute, and dispose of zoning violations at the local, Superior and Supreme Court levels.
- Administers flood plain program and zoning requirements.
- Attends and participates in Planning Board meetings.
- Attends and participates in Zoning Board meetings.
- Attends technical committee meetings.
- Serves as liaison with the Planning Board and Zoning Boards.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**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:** Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or to propose new policies.

**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 employees in the Town. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see and hear. The employee must occasionally lift, carry and/or move up to 35 pounds, climb ladders and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office and at inspection sites.

While performing the duties of this job, the employee is exposed to machinery with moving mechanical parts, heights, cramped and/or confined spaces, tunnels, ditches and other hazards related to construction sites and equipment; loud noises and vibrations; dirt; fumes, gases and air borne particles; dilapidated structures and buildings; outside weather conditions, construction debris and risk of electrical shock.

The work may require the use of protective devices such as masks, goggles or gloves. Work may involve working under conditions of stress and physical discomfort.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Associate Degree in Construction Management or related field with sufficient experience to understand the principles relevant to the major duties of the position, usually associated with having had a similar position for five years.

## **Knowledge, Skills and Abilities**

- Knowledge of the State of NH land use RSA's, International Building Code, International Residential Code, International Plumbing Code, National Electrical Code, International Fuel Gas Code and NFPA.
- Knowledge of ZBA procedures and Town regulations.
- Technical knowledge of the building and zoning codes, site plan, subdivision regulations and State/Town septic regulations.
- Technical knowledge of building construction and engineering principles, concepts and methods.
- Knowledge of the budgetary process.
- Knowledge of flood plain requirements/laws, national flood insurance program and FEMA.
- Skill in management and administration.
- Skill in written and oral communication.
- Skill in interpersonal relations.
- Skill in budgetary preparation and administration.
- Skill in financial management and numerical calculations.
- Skill in investigative and interviewing techniques.
- Ability to manage a Department and employees.
- Ability to use a computer and assessing/building software and databases.
- Ability to use various tools, including but not limited to: measuring tapes, calculators, thermometers, electrical meters and testers.
- Ability to understand legal processes.
- Ability to be detail oriented and accurate.

## **LICENSING AND CERTIFICATION**

Certification in IBC (International Building Code).

## **TOOLS AND EQUIPMENT USED**

Ladders, hand tools, drafting and measurement tools such as rulers, amp meters and circuit testers; maps, charts and surveys; computers, software, data base programs, fax machine, calculators and other general office equipment.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**