



HELP WANTED

Building Inspector/Code Enforcement Officer

Town of Gilford, New Hampshire

The Town of Gilford is accepting applications for the position of Building Inspector/Code Enforcement Officer. This is a year-round, full-time position with excellent benefits. The pay range is \$25.06 – \$40.57 p/h DOQE. A copy of the job description is available upon request.

The BI/CEO is responsible for enforcement of the Building Code and Zoning Ordinance. This position also serves as the Town Health Officer. To be considered, applicants must have a thorough knowledge of State-adopted international building codes and be familiar with building construction methods, in addition to having the ability to read blueprints and survey plans. The ideal candidate will have a positive attitude, a fair but firm disposition and the ability to interact effectively with contractors, residents, and other Town officials. The Town is seeking candidates with excellent organizational and communication skills along with a proven record of dedication to superior job performance.

Minimum qualifications are a college degree in civil engineering, construction management, or closely related field, and at least five (5) 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. Possession of International Code Council Residential Inspector Certification and Commercial Inspector Certification, or ability to obtain within two (2) years. Must possess a valid NH driver license.

Letters of interest with a resume and statement of qualifications must be submitted to Director of Planning & Land Use. Applications will be accepted until position is filled. It is anticipated interviews will begin the week of August 3 and the successful candidate will take office as of October 5, 2020.



TOWN OF GILFORD, NH
JOB DESCRIPTION FOR CHIEF BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER
DEPARTMENT OF PLANNING AND LAND USE

JOB SUMMARY

Performs the activities of Building Inspection and Code Enforcement involving 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. Represents the code enforcement functions at the Site Study Committee, Zoning Board of Adjustment and other meetings as needed. The position also serves as the Town Health Officer.

SUPERVISION RECEIVED

Serves as a key staff member of the Department of Planning and Land Use, performs assigned functions under the general supervision of the Director of Planning and Land Use. Exercises independent judgment and primary responsibility for interpreting and enforcing applicable life safety codes, the Zoning Ordinance, subdivision and site plan regulations, and state/local health regulations.

SUPERVISION EXERCISED

May be called upon to supervise the DPLU Technical Assistant and/or part-time inspector as necessary.

EXAMPLES OF DUTIES

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

1. Supervises the inspection of Gilford properties relating to zoning, building/structural, electrical, plumbing, mechanical, insulation, masonry, and other applicable 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 and other related permits; and maintains records of all permits issued. Accounts for all fees due and paid.
5. Explains and assists the public in understanding codes adopted by the Town pertaining to zoning, building, electrical, plumbing, and life safety (NFPA) codes.
6. Stays abreast of materials, methods and trends utilized in the construction field in order to determine applicability and conformance with applicable regulations. Assists in the development of updates to ordinances, regulations and enforcement techniques in order to be consistent with current developments in building code administration.
7. Reviews land use applications, to include building permits, subdivision and site plans; conducts periodic inspections to ensure compliance with all applicable land use regulations.
8. Maintains knowledge of the Town Zoning Ordinance, building codes, and all other applicable local, state and federal laws and regulations relating to building code administration.

9. Has frequent contact with citizens to receive complaints, research codes, and ensure compliance with various laws and regulations.
10. Serves as the Town's Health Officer pursuant to the provisions of RSA 128 and related federal, state, and local regulations.
11. Issues citations and other orders for violations with a goal of bringing properties into compliance with applicable regulations. May be called upon to prosecute egregious violators.
12. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of State adopted building codes and local land use ordinances; ability to effectively enforce all codes and regulations. Thorough knowledge of construction practices, and ability to read and understand blueprints, engineering and architectural plans. Ability to read and understand site plans. Ability to explain and instruct the general public, contractors and other Town Officials in building code administration. Ability to establish and maintain effective working relationships. Thorough knowledge of health laws. Ability to use computers and office equipment to process applications, prepare reports, issue permits, generate letters, and perform related functions. Must be able to correspond with Town Attorney, be familiar with court practices, and be able to interpret and apply applicable state and federal regulations for enforcement of violations. Must be able to obtain and maintain appropriate certifications issued by the International Code Council.

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 cold; working in dusty and hazardous environments and where falling, sharp, or otherwise dangerous objects may be present. For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. 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 college degree in civil engineering, construction management, or closely related field, 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. Possession of International Code Council Residential Inspector Certification and Commercial Inspector Certification or ability to obtain within two years. Must possess a valid NH driver license.

Approved by the Board of Selectmen on June 24, 2020

AN INTRODUCTION TO THE ESSENTIAL ROLES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS

INTRODUCTION:

The goal of public health is to maintain and improve the health and well-being of all New Hampshire residents. Public health succeeds when the span of healthy life and the quality of life are increased.

We define public health as a system – the organizations and people that contribute to and support achieving improvements in health. The concept of a public health system describes a complex network of individuals and organizations that have the potential to play significant roles in creating the conditions for health. The component parts of a potential system can act for health individually, but when they work together toward a health goal, they act as a true system - a public health system.

The importance of an effective local public health system recognizes that health improvement is best achieved at local and regional levels. Communities can identify health problems, galvanize a community or regional response, and devise appropriate solutions based on available resources.

Local health officials have a critical role in effective local and regional public health systems and are responsible for three critical functions. The first is to enforce applicable New Hampshire laws and administrative rules (i.e. regulations), as well as local ordinances and regulations enacted by your community. The second critical function is to serve as a liaison between state officials, local elected officials, and your community on issues concerning local public health. The third is to be a leader and active participant in efforts to develop regional public health capacities. These roles have become more important than ever as our state faces continuing outbreaks of disease and demands greater emphasis on public health emergency preparedness.

The practice of public health at local, state, and national levels is defined by the Ten Essential Public Health Services. In order to effectively implement these Essential Services, public health system partners must coordinate and collaborate to maximize their capabilities, resources, and strengths. By doing so, we will collectively improve the conditions that result in improved health and engage residents to improve their personal health and the health of their community.

THE TEN ESSENTIAL PUBLIC HEALTH SERVICES

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve problems.
5. **Develop policies and plans** that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to health problems.

SOME EXAMPLES OF LOCAL HEALTH OFFICIALS' ROLES AND RESPONSIBILITIES:

COMMUNICABLE DISEASES:

- Assist the Division of Public Health Services (DPHS), as requested during disease outbreaks. A primary role is to assist in disseminating educational materials throughout your city or town.

EMERGENCY RESPONSE:

- Health officers should contact their local Emergency Management Director, to both participate in the development of local Emergency Operations Plans, and discuss their role within the community's existing plan. Health officers also act as liaisons to local

citizens by linking them to state, local and federal resources and by distributing educational materials from the state and federal agencies during the response to, and recovery from, an emergency. Health officers should also participate in regional public health planning initiatives.

PUBLIC EDUCATION:

- Health officers should always look for opportunities to provide education to residents, local officials, and public health system partners. This is achieved by disseminating materials produced by local, state and national partners, sharing your expertise with individuals and groups in your community, and educating local officials and other partners about important public health issues and needs.

NUISANCES:

- Conducts sanitary investigations into complaints and nuisances that may endanger public health. These include noise, garbage, insects, unsanitary living conditions, rodents, and safe drinking water inspections.

SEPTIC SYSTEMS:

- Inspects septic systems to determine if it has failed and certify that, when necessary, in cooperation with NH Department of Environmental Services. May perform a dye test and, perhaps, a test of suspected sewage to confirm system failure. Depending on town ordinances, a health officer may also witness test pits, inspect repaired and new system installations, and review and approve septic system design plans. Many health officers report they find that becoming licensed as a septic system installer and/or designer is very helpful.

RENTAL HOUSING (RSA 48A):

- Enforces minimum standards for rental housing, including: safe drinking water, availability of hot water, garbage control, properly functioning septic systems, vermin control, adequate heat, and that walls and roofs do not leak.

HEALTH FACILITIES:

- Inspects new or modified health facilities to certify that they meet local health codes. These include hospitals, nursing homes, massage therapy establishments, electrologists, hair salons, and health club facilities.

CHILDCARE\FOSTER HOMES:

- Inspects\approves facilities used to provide childcare and the home of persons serving as foster parents to assure they meet local health codes. Many times these inspections are done in conjunction with representatives from local fire and zoning departments.

FOOD-BORNE ILLNESS:

- Responds to complaints and reports cases of suspected or known violations to the DPHS' Food Protection Section.
- In case of an imminent danger to the public health, orders cleaning or closure of food service establishments (when your town has adopted He-P 2300).

- In conjunction with the DPHS' Food Protection Section, contacts food service establishments in the event of a food-borne disease outbreak.

MOSQUITO BORNE ILLESSES:

- Health officers play an important role in disseminating educational materials to the community regarding West Nile Virus and Eastern Equine Encephalitis and may also collect dead birds for testing by the DPHS' Public Health Laboratory.

RABIES:

- Enforces the Rabies Control Act, in cooperation with the local animal control officer.
- Serves as a local resource for information on rabies.

LEAD:

- May conduct lead paint poisoning inspections with a DPHS lead inspector upon request. The DPHS' Childhood Lead Poisoning Prevention Program may also request a local health officer verify whether lead hazard reduction activities are taking place, or check to determine if a child under the age of 5 resides in a particular dwelling unit.

DRINKING WATER:

- Tests any public\private water supply suspected of being unsafe, per directives from the Department of Environmental Services.

PUBLIC SWIMMING PLACES:

- Tests water per directives from the Department of Environmental Services.

SMOKING:

- Follows up on complaints and violations of the smoking law, at the request of DPHS.