

TOWN OF TILTON  
JOB DESCRIPTION: BUILDING INSPECTOR/ZONING ENFORCEMENT OFFICER; PART  
TIME HOURLY  
MARCH 15, 2012

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BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

JOB SUMMARY

Interpretation, application, and enforcement of the Tilton Zoning Ordinances; monitors new construction, renovations, and repairs covered by these ordinances.

SUPERVISION RECEIVED

Works under the broad supervision of the Board of Selectmen. Performs duties independently, making decisions based on Federal and State laws, administrative rules, local ordinances and regulations.

PRIMARY DUTIES

Keeps the Town Administrator advised of any actions requiring attorneys services or other unusual problems.

Reviews applications, plans and issues building permits and collects fees.

Review plans and specifications to determine compliance with building and zoning codes.

Notify applicant or violator of compliance or non-compliance with written reasons for non-compliance.

Pre construction visits to assure adherence to zoning set back requirements.

Conduct on-site inspection of buildings under new construction, alteration or repair to determine that zoning requirements are met.

Establish good working relationships with other Town departments, contractors, and Town residents while enforcing all applicable ordinances.

Make recommendations to the Board of Selectmen and the Planning Board for changes needed to the existing ordinances or proposed new ordinances.

Revise building permit forms, if necessary.

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Provide written monthly reports to the Board of Selectmen on progress, number of building permits issued, denied and other information so that the Board of Selectmen is informed on the level of building activity in Town.

Become thoroughly familiar with the Town's Zoning Ordinance and be informed about the content of the Town's Master Plan.

Deal effectively, fairly, and tactfully with the public.

Read and interpret construction plans.

Keep informed about changes in local and state regulations.

Work independently and exercise sound judgment.

Attend meetings of the Tilton Planning and Zoning Board of Adjustment as requested by the Boards to offer interpretations of local and State zoning and building codes.

Issue certificates of occupancies for completed buildings.

Perform other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to read, write and speak English. Ability to function on a job site with construction of buildings in various degrees of completeness; ability to communicate and understand terms used on a construction site. Ability to get along with the public and fellow employees. Working understanding of State and Local regulations.

#### MINIMUM QUALIFICATIONS

High school graduate or GED equivalent, working knowledge of construction; reading building plans; working knowledge of engineering or related field or years of experience in a related field in lieu of the education which demonstrates the required knowledge, skills and abilities; a valid NH drivers license.

#### PHYSICAL EXERETION/ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as equipment and boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields. May be required to work outdoors under possible adverse conditions; e.g., site walks and weather conditions.

Adopted 3/29/12

Patricia Constantino

Sandra Pleszner

Kathleen W. Dawson

[Signature]

TILTON BOARD OF SELECTMEN