Town of Hooksett Job Description
Public Works Department
Code Enforcement Division
“Code Enforcement Officer”

Date: February 2012

**General Position Description:** This position includes the responsibilities of the administration and performance of inspection work in the enforcement of Federal, State, and Town laws, rules, codes and regulations related to zoning, building inspection, code enforcement, ordinance enforcement, general environmental health, housing, sanitation programs, and other areas where such enforcement is not specifically granted to others. This position requires current knowledge and application of building codes, Zoning Ordinances, “Other Ordinances”, and State health regulations. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** Reports to the Public Works Director.

**Equipment Used:** Computer, typewriter, telephone, copier, calculator, laser printer, plotter, two-way radio, etc.

**Environment:** Inside: 50%   Outside: 50%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Consult with design professionals and contractors and review building plans and specifications for all construction projects, and zoning compliance.
2. Conduct code inspections. This includes but is not limited to – structural, mechanical, electrical, fireplace, masonry, architectural, energy code compliance, ADA, fire safety and life safety, septic system percolation test.
3. Issue building, electrical, plumbing, major mechanical, driveway, and sign permits, etc.
4. Issue appropriate orders and reports for all permits issued including public schools.
5. Issue certificate of occupancy for all building projects.
6. Assist in the preparation of or prepare all related engineering and planning documents, zoning ordinances, subdivision regulations, master plan and other associated ordinances.
7. Maintain housing numbering system and all E-911 data.
8. Investigate complaints and inquiries and follow up with appropriate correspondences and prosecution in all areas which fall under Code Enforcement responsibility.
9. Review all projects for zoning compliance.
10. Maintain surveillance of municipality for zoning compliance.
11. Advisor to Zoning Board of Adjustment.
12. Work cohesively with all Town Departments, other local government entities, State and Federal agencies.
13. Perform other duties as specified.

**Financial Data:** Assist as needed with bid information and spec data on projects. Provide budget requests to Public Works Director. Obtain budget expenditure approvals from Public Works Director. Provide all necessary information to Public Works Director for annual budget preparation, requests, and backup.

**Computer Operation:** Utilize computer in day-to-day functions such as issuing permits, generating reports, violation letters, correspond via e-mail, plan review and code review. Must have computer hardware and software experience and knowledge.
Cognitive and Sensory Requirements:
- **Vision**: Necessary for visual operation in all aspects of the position such as inspection procedures, equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- **Hearing**: Necessary for receiving instructions, listening to complaints, meeting data, and for safety while working.
- **Speaking**: Necessary for communicating with employees, residents, and the general public.
- **Taste and Smell**: Necessary for detecting fumes and gases.
- **Mobility**: Needed to walk around work sites, the department, and other municipal locations as well as other outside locations.
- **Dexterity**: Necessary for operating equipment, vehicles, computer operations, and handwriting.

Physical Requirements:
- Lift up to 10 pounds: constantly required.
- Lift 11 to 25 pounds: constantly required.
- Lift 26 to 50 pounds: frequently required.
- Lift over 50 pounds: occasionally required. Assistance may be available.
- Carry up to 10 pounds: constantly required.
- Carry 11 to 25 pounds: constantly required.
- Carry 26 to 50 pounds: frequently required.
- Carry over 50 pounds: occasionally required. Assistance may be available.
- Push/pull: frequently required.
- Reach above shoulder height: frequently required.
- Reach at shoulder height: constantly required.
- Reach below shoulder height: frequently required.
- Balancing: required.
- Sit: one plus total hour per day.
- Stand: six plus total hours per day.
- Walk: four plus hours per day.
- Twisting: regularly required.
- Bending: frequently required.
- Crawling: regularly required.
- Squatting: regularly required.
- Kneeling: regularly required.
- Crouching: regularly required.
- Climbing: regularly required.

**Hand Manipulation:**
- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required.
- Controls and equipment: Hand and power tools, equipment, motor vehicles, and telephone.

**Work Surfaces:** Rough, wet, slippery terrain; concrete floor; dirt surfaces; all aspects of construction sites.

**Summary of Occupational Exposures:**
- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.

**License/Certification Requirements:**
- Valid New Hampshire driver’s license.
Building Department - Code Enforcement Officer

- Bachelor’s degree in Engineering, preferred.
- Must possess at least one International Code Council (ICC) certification with general knowledge of all aspects of construction; plan review, electrical, plumbing, mechanical and structural. If not ICC certified, must become ICC certified within two years.
- Must be a Certified Building Official (CBO) or become certified as a CBO within two years.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Other Training, Skills and Experience Requirements:
- Five (5) years experience in construction and/or building.
- Three (3) years in a supervisory position, or responsibly in charge of a related department.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Monday through Friday, generally 7am – 4:30pm or as set by the Public Works Director. Extra work hours as required, needed, or directed. Emergency call-outs related to health, code, building, zoning, and other issues. Must attend all ZBA meetings and workshops. Other occasional meetings in which attendance would be required on an as-needed basis and directed by the Public Works Director would include Planning Board, Town Council, Annual Town Meeting, Budget Committee, Economic Development, on-site ZBA walks, etc.