

## **CODE ENFORCEMENT OFFICER & HEALTH OFFICER**

### **JOB SUMMARY**

Responsible under the authority of the Board of Selectmen to inspect and enforce the building, zoning, and health codes according to the bylaws, ordinances and regulations of the Town of Northfield and state of New Hampshire.

### **SUPERVISION RECEIVED**

Operates under the broad supervision of the Town Administrator and exercises a considerable degree of independent judgment.

### **SUPERVISION EXERCISED**

None.

### **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

#### **Building Inspector:**

Issues building permits, conducts field inspections of residences for compliance with 101 Life Safety Code, State Plumbing Code, National Electrical Code and State Energy Code requirements.

Examines all applications for building permits and determines the validity of the permit based upon the zoning ordinance, planning board regulations, applicable building and safety codes, and health laws. Issues permits, if requirements are in order. If not, refers applicant to either the planning board or the zoning board of adjustment or denies application permit. Should the applications be denied, advises applicant as to the reason and their right to appeal.

Inspects and issues occupancy permits, when applicable, assuring that water, septic, sewer, health, safety and curb cut requirements have been met.

Maintains clear, accurate records of all duties performed, inspections and all permits, either issued or denied, or any other actions relative thereto. Maintains a daily log as to verbal discussions, conversations and opinions rendered with any applicant or citizen.

#### **Zoning Administrator:**

Conducts field inspections for possible zoning violations and enforces the Zoning Ordinances, Subdivision Regulations, Site Plan Review Regulations, and applicable State Land Use Regulations.

Inspects and enforces any restrictions or mandates duly authorized by the Northfield Planning board, Zoning Board or Board of Selectmen.

Provides assistance to residents in completing building permit, ZBA and Planning Board

applications, reviewing local ordinances and regulations, and answering any questions which might arise with regard to land use regulation.

**Health Officer:**

Investigates health complaints and enforces all local and State health regulations applicable within the Town of Northfield. Responds to any and all possible violations of minimum sanitary health standards with regard to adequate safe drinking water supply, minimum State of NH required septic capabilities, public health nuisances such as improperly or illegally stored or discarded refuse, minimum State of NH rental standards and any other health related problems which might arise within the Town of Northfield. Involved with local SARA TITLE III “HAZ-MAT” emergency response team for hazardous material spills and evacuations. Disseminates information regarding public health risks and communicable diseases.

**Other:**

Acts in a prudent manner so as to protect the rights of residents as well as enforcing the laws and codes of the Town of Northfield and the State of New Hampshire in order to carry out his/her duties.

Consults with the Town Administrator on a regular basis and reports at the regularly scheduled Board of Selectmen’s meeting to provide status reports as needed or requested.

Attends Planning Board and Zoning Board of Adjustment meeting to provide information as needed or requested. (Adjusts regularly scheduled hours to include these meetings.)

Prepares Building Inspector’s and Health Officer’s report for the Annual Town Report. Prepares reports on building permits, cease and desist orders, health violations, etc.

Occasionally attends seminars and educational programs designed to keep local authorities up to date on current health problems and changes in land use laws and regulations including affiliation with NHHOA and NHBOA

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Performs other related duties as authorized and mandated by the Board of Selectmen as they may deem necessary from time to time.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of applicable state statutes, Town Zoning Ordinance, Planning Board Rules and Regulations, Zoning Board of Adjustment Rules and Regulations, as well as 101 Life Safety Code, Building/Plumbing and National Electrical Code, state energy code and local and state health codes.

Ability to plan, organize, inspect; ability to analyze problems, prepare reports and formulate

recommendations; ability to speak, write and communicate effectively, ability to establish and maintain effective working relationships with employees, officials and the public.

Plumbing or Electrical licenses desirable.

Knowledge of word processing and other related computer applications desirable.

Physical ability to conduct building and field inspections which involves considerable climbing, reaching, bending and walking. .

### **MINIMUM QUALIFICATIONS REQUIRED**

Associate's degree and two years work experience in a building trade; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Must possess a valid NH Driver's license; provide own transportation and certificate of insurance.