



## Town of Northfield Position Description

<b>Job Title:</b>	Code Enforcement Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Building Inspection	<b>Date:</b>	March 21, 2024

### CODE ENFORCEMENT 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

Works under the administrative direction of the Town Administrator. Performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of building codes and other regulations.

#### SUPERVISION EXERCISED

This position has no supervisory authority or responsibilities.

#### PERSONAL CONTACTS

Contacts are typically with other town employees and elected officials, business owners, and citizens by phone, through correspondence in writing and email, and in person with contractors, the general public, and other town officials and departments, and consist of an information exchange dialogue, discussing routine and semi-complex issues. The personal contacts are with individuals or groups from outside the town government in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact.

#### EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES

The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities or working conditions. While this is intended to be an accurate reflection of the current job, the Board of Selectman reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor. 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 duties (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

#### Building Inspector:

- Conduct field inspections of residences for compliance with Building Code, State Plumbing Code, National Electrical Code, and State Energy Code requirements.
- Examine all applications for building permits and determine the validity of the permit based upon the zoning ordinance, planning board regulations, applicable building and safety codes, and health laws. Adjudicate all applications in a manner consistent with statutes, applicable codes, and local regulations and ordinances, referring applications to the Planning Board and/or Zoning Board of Adjustment as needed. Should the applications be denied, advise applicant as to the reason and their right to appeal.
- Inspect and issue occupancy permits, when applicable, assuring that water, septic, sewer, health, safety and curb cut requirements have been met.
- Maintain clear, accurate records of all duties performed, inspections, and all permits, either issued or denied, or any other actions relative thereto. Maintain a daily log as to verbal discussions, conversations, and opinions rendered with any applicant or citizen.

### **Zoning Administrator:**

- Conduct field inspections for possible zoning violations and enforce the Zoning Ordinances, Subdivision Regulations, Site Plan Review Regulations, and applicable State Land Use Regulations.
- Inspect and enforce any restrictions or mandates duly authorized by the Northfield Planning board, Zoning Board or Board of Selectmen.
- Provide 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.

### **General:**

- Act in a prudent manner so as to protect the rights of residents as well as enforce the laws and codes of the Town of Northfield and the State of New Hampshire in order to carry out his/her duties.
- Consult with property owners, contractors, attorneys, and other government officials relative to the interpretation and application of State and Town ordinances and regulations.
- Receive violation reports and complaints, develop and maintain a tracking system of complaint and violation reports, communicate with complainants and town officials advising on enforcement activities, investigate complaints, write reports and letters, issue orders for corrective actions specifying the violation(s) and required abatement.
- Issue binding administrative decisions on matters.
- Collect and prepare evidence and coordinate case preparation with the Town Attorney; assist in prosecution through courtroom testimony and sworn deposition.
- Consult with the Town Administrator on a regular basis and report to Board of Selectmen—as requested.
- Attend Planning Board and Zoning Board of Adjustment meeting to provide information. Adjust regularly scheduled hours to include these meetings.
- Prepare Building Inspector's report for the Annual Town Report. Prepares reports on building permits, cease and desist orders, health violations, etc.
- Occasionally attend 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
- Prepare annual budget request for building inspection department.
- Perform other related duties as authorized and mandated by the Board of Selectmen as they may deem necessary from time to time.

### **MINIMUM REQUIRED QUALIFICATIONS**

#### **Education & Experience**

- High school diploma or GED equivalent
- Advanced technical training with three to five years of experience in enforcing, writing, or administering regulations, building codes, zoning ordinances and municipal codes required; OR any combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Willingness to be on call back
- Possession of a valid driver's license with good driving record.

#### **Required Knowledge, Skills & Abilities**

- Thorough knowledge of applicable municipal and state statutes, rules, and regulations;
- General knowledge of the accepted requirements for building construction, including plumbing, electrical, mechanical and fire prevention.
- Ability to read and interpret blueprints, specifications, drawings and plans, NH laws and regulations, and design information and communicate information to the general public;
- Ability to enforce regulations firmly, tactfully, and impartially;
- Ability to interact appropriately with the general public and members of the building community;
- Ability to communicate effectively in written and oral form.
- Ability to enforce codes fairly and impartially.
- Ability to work outdoors to perform frequent strenuous physical effort under adverse and extreme weather conditions
- Ability to understand, follow, and give oral and written instructions
- Ability to establish and maintain harmonious working relationships with fellow employees

- Proficient computer skills.
- Effective communication and public relations skills.

**TOOLS & EQUIPMENT USED:** Laptop and/or desktop computer, calculator, copier, facsimile machine, and other standard office equipment, and an automobile.

**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, minimum physical effort is required to perform administrative duties. Field work requires moderate effort. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop, and bend; must be able to access all areas of a construction site. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing are or correctable to normal ranges.

PRIMARY PHYSICAL REQUIREMENTS	FREQUENCY
Lift up to 10 lbs.	Frequently required.
Lift 11 to 25 lbs.	Frequently required.
Lift 26 to 50 lbs.	Occasionally required.
Lift over 50 lbs.	Rarely required. Assistance may be available.
Carry up to 10 lbs.	Frequently required.
Carry 11 to 25 lbs.	Frequently required.
Carry 26 to 50 lbs.	Occasionally required.
Carry over 50 lbs.	Rarely required. Assistance may be available.
Reach above shoulder height.	Frequently required.
Reach at shoulder height.	Frequently required.
Reach below shoulder height.	Frequently required.
Push/Pull.	Frequently required.

OTHER PHYSICAL CONSIDERATIONS	FREQUENCY
Twisting.	Frequently required.
Bending.	Frequently required.
Crawling.	Frequently required.
Squatting.	Frequently required.
Kneeling.	Frequently required.
Crouching.	Frequently required.
Climbing.	Frequently required.
Balancing.	Frequently required.
Running.	Rarely required.

**WORK SURFACES:** Standard office desk and chair; tile and carpet surfaces; vehicle; concrete, asphalt, tile and carpeted surfaces; rough, wet, snow covered and slippery terrains.

HAND MANIPULATION	FREQUENCY
Grasping.	Constantly required.
Handling.	Constantly required.
Torquing.	Occasionally required.
Fingering.	Constantly required.

<b>COGNITIVE &amp; SENSORY REQUIREMENTS</b>	<b>NEED</b>
Talking.	Necessary for communicating with others.
Hearing.	Necessary for receiving reports and instructions from others and receiving information and taking instructions from others.
Sight.	Necessary for doing job effectively and correctly, specifically close vision, the ability to adjust focus; distance vision, color vision, and peripheral vision.
Smelling.	May be needed to detect fuel leaks, smoke, toxic fumes, chemicals and substances, fluids.

**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 performed indoors and outdoors. Administrative work is performed under typical office conditions; regular field work is performed with some exposure to variable weather conditions, loud noise and the hazards associated with construction sites; work level may fluctuate based on the construction season and weather. Work environment can be stressful, particularly when dealing with difficult people. Errors could result in personal injury, damage to buildings and/or equipment, delay, or loss of service, and monetary loss.

<b>SUMMARY OF OCCUPATIONAL EXPOSURES</b>
May be exposed to toxic fumes, chemicals and substances, fuels and fluids.
Bloodborne Pathogens.
Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: Category II (Activity performed without blood exposure may occur in emergency) Category III (Task/activity does not entail predicable or unpredictable exposure to blood)
This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

**NON-DISCRIMINATION STATEMENT:** It is the policy of the Town of Northfield not to discriminate in the treatment of, access to, or employment in its programs, services, or activities on the basis of national origin, religion, creed, race, color, sex (including pregnancy and medical conditions which result from pregnancy), age, marital status, sexual orientation, or physical or mental disability.