



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<p><b>Position:</b> Building Inspector</p> <p><b>Classification-Series:</b> Building Inspector</p> <p><b>Occupational Grouping:</b> Enforcement &amp; Protection Services</p> <p><b>Organizational Unit:</b> Fire &amp; Rescue</p>	<p><b>Position Control No:</b> XX-XX-XX-XX</p> <p><b>FLSA Status:</b> Non-Exempt, Regular FT 40 hrs/wk</p> <p><b>Union - Grade:</b> DMEA - 22</p> <p><b>Primary Job Location:</b> North End Fire Station – 262 Sixth Street</p>
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**JOB SUMMARY:** Performs a variety of routine and complex technical work during building inspections to ensure that the Building Code and other related codes and standards are met while maintaining a customer focused, friendly demeanor.

**ACCOUNTABILITY:** Works under the general supervision of the Building Official.

**SUPERVISION EXERCISED:** None generally. May exercise supervision over part-time, temporary or other staff, as assigned.

**TYPICAL EQUIPMENT USED:** Computer with Microsoft Office; Tablet computer, calculator; telephone; copy and facsimile machines; various hand tools and electrical testing equipment; mobile radio; motor vehicle; cell phone, smart phone

**TYPICAL WORK ENVIRONMENT:** Inside: 40%      Outside: 60%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The essential duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The listed examples may not include all duties found in this class):

1. All duties and responsibilities are to be performed in accordance with the City’s core values.
2. Enforces Building related codes, including the State of New Hampshire Building Codes and Fire Codes, as well as local ordinances. Issues stop work orders, correction notices and citations.
3. Performs building inspections for compliance with required provisions of applicable codes.
4. Documents findings and maintains records of building inspection activity and completes related reports. Issues certificates and permits, as appropriate.
5. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and building code compliance. Responds to complex and sensitive building issues.
6. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

7. Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.
8. Investigates code compliance complaints; resolves or refers complaints to appropriate staff. Recommends the initiation of abatement proceedings when appropriate.
9. May attend preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.
10. Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
11. Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners, and other interested parties.
12. Performs the duties of a plans examiner or electrical, mechanical, or plumbing inspector as needed and qualified.
13. Familiar with and executes safe work procedures associated with assigned work.
14. Able to work within a team environment as a respectful, active, contributing team member.
15. While recognizing enforcement is necessary, must complete all of the above duties and responsibilities with a professional, friendly, customer focused demeanor when serving all customers – internal and external. Works cooperatively with other City departments and personnel to assure effective and efficient citywide operations.
16. Oversees the inspection of new buildings and alterations to buildings for new construction, change of use and additions and upon completion for conformity with structural requirements, approved plans and applicable regulations.
17. Enforces the provision of the International Code Council (ICC), and all other relevant state codes; enforces the regulations and requirements of special permits and variances issued.
18. Performs varied and highly responsible functions of a technical nature, requiring considerable independent judgment in the application, interpretation, and enforcement of adopted Building and Fire codes and other applicable regulations.
19. Performs other related duties as required or as situation dictates.

**PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Rarely required.          -over 50 lbs.: Rarely required.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Not required.          -over 50 lbs.: Not required.</p> <p><b>REACH:</b>          -above shoulder height: Occasionally required.          -at shoulder height: Frequently required.          -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Frequently required.  <b>CRAWLING:</b> Occasionally Rarely required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Rarely required.  <b>CROUCHING:</b> Rarely required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Rarely required.  <b>GRASPING:</b> Occasionally required.  <b>HANDLING:</b> Occasionally required.  <b>TORQUING:</b> Rarely required.  <b>FINGER DEXTERITY:</b> Occasionally required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

<b>CONSECUTIVE HOURS:</b> Sit: 2 hours Stand: 2 hours Walk: 1 hour	<b>TOTAL HOURS:</b> Sit: 4 hours Stand: 3 hours Walk: 1 hour
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others. Excellent public relation skills</p> <p><b>HEARING:</b> Necessary for receiving instructions and information.</p> <p><b>SIGHT:</b> Necessary for performing job effectively and correctly.</p> <p><b>TASTING &amp; SMELLING:</b> Necessary to detect fuel leaks, smoke, noxious odors, etc.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; motor vehicles; table; customer service counter; clipboard; construction sites; asphalt, concrete, dirt, and gravel surfaces; carpet, tile, and wood floors; rough, wet, slippery terrain and surfaces.

**TYPICAL CONTROLS USED:** Computer with Microsoft Office, Tablet computer, calculator; telephone; cell phone, copy and facsimile machines; various hand tools and electrical testing equipment; mobile radio, and motor vehicle.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Exposure to outside environment including sunlight, extreme temperature (hot/cold); wind and rain; copier and printer toner. May work near moving or mechanical parts. May be exposed to risk of electrical shock. May be exposed to fumes or airborne particles, and toxic or caustic chemicals. Must be able to access all areas and levels of a construction site; frequently required to spend several hours walking or standing. While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch, or crawl.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Thorough knowledge of Building codes or related general construction codes, and a thorough knowledge of commercial and residential construction; some knowledge of plumbing, carpentry work, cement work, or mechanical systems. Ability to effectively inspect construction projects; discuss issues with owners and the general public; ability to read and understand complicated construction plans and blueprints; ability to communicate effectively orally and in writing.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Building trades degree preferred, High School diploma or GED equivalent and four (4) years of experience in general construction, OR any equivalent combination of education and experience. Maintain valid vehicle operator’s license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None. <input type="checkbox"/> 2. Short demonstration up to 30 days. <input type="checkbox"/> 3. 30-90 days. <input type="checkbox"/> 4. 91-180 days. <input type="checkbox"/> 5. 181 days to 1 year.	<input type="checkbox"/> 6. 1 to 2 years. <input type="checkbox"/> 7. 2 to 4 years. <input checked="" type="checkbox"/> 8. 4-10 years. <input type="checkbox"/> 9. Over 10 years.
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**OTHER CONSIDERATIONS AND REQUIREMENTS:**

Candidates will be subjected to criminal and financial background checks. Required to take and pass a physical exam after a conditional offer of employment, and annually thereafter.

Make constant contacts requiring perceptiveness and discretion with the general public, city departments and boards, members of the building community, property owners, and state, federal and local officials .

Administrative work is performed under typical office conditions; numerous inspections conducted in the field, with exposure to various weather conditions and the hazardous conditions associated with construction sites. Required to work outside normal business hours and to be on-call to respond to important situations.

Classification Established: 8/1/85  
Job Description Developed: 8/1/85  
Revised: 8/1/16