

## TOWN OF MILFORD - JOB DESCRIPTION

**Job Title:** Deputy Building Safety/Code Enforcement Official

**Classification:** Non-Exempt – Labor Grade 19

**Job Description:** Under general direction, performs skilled, specialized, professional review of building plans and site development for compliance with applicable codes and regulations in the issuance of building permits; performs inspections and enforcement to ensure quality work and adherence to established codes, ordinances, policies, and procedures. Provides customer assistance as necessary to assigned areas of responsibility. Serves as acting Building Safety/Code Enforcement Official in his/her absence. Performs other duties as assigned.

**Accountability:** Works under the general supervision of the Building Safety/Code Enforcement Official and reports to the Community Development Director.

**Equipment Used:** Tools related to the building trade; office equipment; and operation of vehicles.

**Environment:** Inside: 40 % Outside: 60 %

### **Duties and Responsibilities:**

Except as specifically noted, the following functions are considered essential to this position.

1. Reviews applications and plans for permits to construct, improve, or demolish buildings and structures within the Town. Reviews building plans to assure conformance to all building, subdivision, site plan, and zoning regulations and statutes; issues permits; performs on-site inspections of work in progress to insure construction and development in accordance with all approvals and regulations. Conducts other inspections to insure continued conformance with materials, structural, electrical, energy, mechanical, and life safety codes. Maintains files and documentation relative to assigned projects.
2. Enforces zoning regulations, initiating inspection and enforcement actions as prescribed by codes and Regulations. Initiates legal action relative to enforcement upon authorization from the Board of Selectmen.
3. Issues permits for construction, alteration, or demolition of structures, including building, electrical, plumbing, energy, signage, and miscellaneous.
4. Based on professional and legal judgment, and with concurrence of Building Safety Official, issues stop work orders when code violations are found.
5. Maintains effective communication, both verbal and written, with property owners, developers, Town boards, commissions, and committees, the general public, agencies, and all other concerned parties.
6. Reviews subdivision, site plan, and development applications as part of interdepartmental review process associated with Planning Board approval.
7. Assists contractors, developers, property owners, and general public with interpretation of building codes and permitting requirements.
8. Attends project meetings, conferences, training opportunities, public meetings, and professional organization meetings as appropriate. Makes presentations as necessary.

9. Provides follow-up, investigation, and resolution on complaints and violations associated with the assigned duties and responsibilities of the Community Development Office and Building Safety/Code Enforcement Division.
10. Keeps informed as to new codes, regulations, and laws affecting construction as well as new technical methods pertinent to construction. Studies code requirements relative to public health, insurance, and other applicable professions.
11. Assists in emergency preparedness operations as appropriate.
12. Acts as deputy health officer and assists in investigation of health-related complaints.
13. Performs other duties as assigned.

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently  
LIFT 11 to 25 lbs.: Frequently  
LIFT 26 to 50 lbs.: Occasionally  
LIFT over 50 lbs.: Occasionally

CARRY up to 10 lbs.: Frequently  
CARRY 11 to 25 lbs.: Frequently  
CARRY 26 to 50 lbs.: Occasionally  
CARRY over 50 lbs.: Occasionally

REACH above shoulder height: Frequently  
REACH at shoulder height: Frequently  
REACH below shoulder height: Frequently

PUSH/PULL: Frequently

#### HAND MANIPULATION

Grasping: Frequently  
Handling: Frequently  
Torquing: Occasionally

#### OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently  
Bending: Frequently  
Crawling: Occasionally  
Squatting: Occasionally  
Kneeling: Occasionally  
Crouching: Occasionally  
Climbing: Frequently  
Balancing: Frequently

#### WORK SURFACE(S)

All work surfaces related to construction.. Must Have good balance.

#### DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

		<u>Consecutive Hours</u>	<u>Total Hours</u>
<u>Sit</u>		1 <u>2</u> 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
<u>Stand</u>		1 2 <u>3</u> 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

Fingering:

Frequently

Walk

1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 8

Controls and Equipment: Frequently

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**Cognitive and Sensory Requirements:**

Talking: Must be able to speak clearly.

Hearing: Good hearing required.

Sight: Good sight required.

Tasting & Smelling: Needed, related to identification of odors, fumes and public health-related situations.

**Specific Vocational**

**Preparation**

**Requirement(s):**

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Short demonstration only.                                   | <input type="checkbox"/> 5. 181 days to 1 year.      |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years             |
| <input type="checkbox"/> 3. 30-90 days  | <input type="checkbox"/> 7. 2 to 4 years             |
| <input type="checkbox"/> 4. 91-180 days   | <input checked="" type="checkbox"/> 8. 4 to 10 years |
|   | <input type="checkbox"/> 9. Over 10 years            |

**Licensure/Certification Requirements:** Valid NH Driver's License; ICC residential and commercial building inspector certifications

**Other Training, Skills and Experience Requirements:** Plumber's license and Electrician's license beneficial. Post-secondary education in related fields of construction, architecture, project management, and business beneficial.

**Summary of Occupational Exposures:** Need to be able to work in extreme weather-related conditions. May Be exposed to public-health related situations.

**Other Considerations and Requirements:** Effective verbal and written communication skills are required. Must be able to work in fast-paced, occasionally stressful situations that require commitment to meeting deadlines and conflict resolution. Strong customer service skills are required. Microsoft Word experience is beneficial. Strong organizational and time management skills essential.  
Works a standard municipal work week and as necessary additional hours. May need to attend occasional night meetings and be able to respond to building safety or health emergencies outside normal business hours.

