

# TOWN OF CHARLESTOWN

## DEPUTY BUILDING INSPECTOR

The Town of Charlestown is seeking a Deputy Building Inspector. This position is a part-time position with no benefits.

This position is responsible for inspection of commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.

Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.

Respond to citizen complaints and concerns; serve due process letters to violators as necessary.

Issue notices to comply on violations; maintain records of history of facts for possible legal actions.

Signing and issuing of permits and certificates of occupancy.

### REQUIREMENTS:

1. High School Diploma or Equivalent.
2. Proven work experience as a Building Inspector - Specialized training in the building trades and/or code enforcement desirable.
3. Possession of an appropriate, valid building inspector certificate – or ascertain within the first year of employment with the NH Building Officials Association
4. Knowledge of construction design techniques
5. Advanced mathematical skills
6. Ability to make difficult decisions
7. Ability to read and understand blueprints and construction designs
8. Ability to travel and work irregular hours

Interested candidates should complete an application and/or resume and submit to: Charlestown Town Office - Human Resources Department, P.O. Box 385, Charlestown NH 03603 or email it to [Ddezan@charlestown-nh.gov](mailto:Ddezan@charlestown-nh.gov). An application may be found at [www.charlestown-nh.gov](http://www.charlestown-nh.gov) or at the Town Office 233 Main St. Charlestown, NH.

The Town of Charlestown is an Equal Opportunity Employer.