



JOB DESCRIPTION
HUDSON, NH FIRE DEPARTMENT

Job Description: JOB-25A

Subject: Inspector – Part Time

Initiated By: Chief Buxton	Revision Number:
Approved By: Chief Buxton	Revision Date:
Approval Date: 08/15/2016	Review Frequency: As Needed - Green

JOB SUMMARY:

Performs plan reviews and inspectional work for compliance with all applicable federal, state, local laws and ordinances on all types of building and fire prevention related work. This will be inclusive but not limited to new construction, renovations, remodels and additions.

SUPERVISION RECEIVED:

Works under the general supervision of the Deputy Fire Chief who outlines departmental policy, makes work assignments, and evaluates work in terms of effectiveness of results. Performs duties with a high degree of professionalism, independence, exercising judgment, and tact in answering inquiries from internal and external customers.

SUPERVISION EXERCISED:

May exercise supervision over personnel as assigned to assist the division.

EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Reviews plans and specifications for new construction in order to determine compliance with municipal codes, national standards and state statutes.
2. Explains and assists the public with understanding codes, ordinances and

regulations adopted by the state and town pertaining to the Inspectional Services Division pertinent to the safety and welfare of the public.

3. Reviews construction plans and specifications, working with planning, zoning, engineering and other town departments to ensure that all necessary contacts have been made and fees have been calculated and collected.
4. Conducts all on-site and necessary inspections to ensure that all federal, state, and local codes, ordinances, and regulations are adhered to; takes whatever action is required to correct violations that are identified.
5. Inspects existing buildings for compliance with federal, state and local codes, ordinances, and regulations.
6. Meets with necessary staff, architects, engineers and customers to review and explain applicable standards.
7. Investigates complaints and alleged violations of Inspectional Services codes and standards.
8. Determines actions to be taken against violations. Prepares reports, recommendations, and action plans to bring violations into compliance with federal, state, and local codes, ordinances, and regulations as adopted.
9. Authorizes issuance of building and fire prevention permits as required by the Fire Chief.
10. Assists with the maintenance of all department records; receives and reviews reports and supporting data to maintain up-to-date files.
11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Thorough understanding of all applicable federal, state and local laws, ordinances and codes to include:
 - a) Electrical
 - b) Building/structural
 - c) HVAC
 - d) Plumbing
 - e) Fire Prevention
2. Comprehensive understanding and knowledge of the protection of life and property from fire.
3. Ability to read building plans for compliance.

4. Ability to negotiate problem resolution relating to non-conforming plans or drawings.
5. Ability to carry out programs of departmental operations and activities such as:
 - a) Employee training and development
 - b) Ability to explain and instruct the general public, employees and other Town Officials in code requirements.
6. Ability to establish and maintain effective working relationships with peers, the general public and business community.
7. Ability to use technology effectively, such as: Microsoft Office applications, AutoCAD or other CAD applications, GIS, E-Mail and mobile PDA's.
8. Ability to communicate effectively in both written and verbal forms.

MINIMUM QUALIFICATIONS REQUIRED:

The minimum qualification requirements for this position are:

1. Must possess a valid driver's license
2. Four years of progressively responsible related experience
3. Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.
4. Proficient using Microsoft Office Word, Power Point and Excel
5. Ability to read and interpret construction drawings

Combination of the following credentials (all certifications shall be achieved within 24 months of employment)

1. International Electrical Code Certification
2. International Residential Code Certification
3. Licensed Master Electricians Certification

REQUEST FOR WAIVER:

A request for waiver from a specified job requirement or qualification within this General Order will be considered when the following is submitted, in writing, as part of the application package:

1. A letter detailing which requirement or qualification the applicant is requesting a waiver for.
2. State the reason(s) why the waiver is being requested.