

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in architecture, engineering or building technology, or equivalent from a four-year college or technical school; and, five years of progressively responsible experience, with two years of supervisory experience; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Drivers License. Must use personal inspected, insured, and maintained vehicle.

International Code Council Certification for Building Inspector and Plan Examiner

State Licensing for Architect or Engineer (Desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All relevant local, state, national, and international codes.

Applicable construction, electrical, plumbing, housing, fire prevention, sprinkler system, alarm, hood system, ANSI, ADA, and zoning ordinances.

Principles and practices of surveying.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Administration of staff and activities, either directly or through subordinate supervision.

Computer applications related to the work.

Skill in:

Conducting field inspections during all phases of construction.

Reading plans and solving code design issues.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Analyzing and resolving office administrative situations and problems.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff, and providing for their training and professional development.

Mental and Physical Abilities to:

Read and understand architectural, structural, equipment, and architectural plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, construction codes, architectural and engineering plans and specifications, and government regulations.

Deal with problems involving several concrete variables in standardized and unique situations.

Perform duties while intermittently sitting, standing, walking, bending, crouching, or stooping.

Occasionally lift heavy objects.

Climb ladders.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and cold or inclement weather. Work may be performed in buildings that are structurally unsound.