

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: BUILDING & HOUSING INSPECTOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CHIEF BUILDING INSPECTOR

DATE: 1/14/2026

JOB SUMMARY:

Review applications and plans, and inspect work for compliance with all applicable City and State laws and ordinances, for new building construction, as well as renovations, remodels, and additions to existing buildings. Administers the city's Housing and Maintenance Code Program. Conducts inspections (structural, mechanical, electrical, plumbing, health, and life safety) of existing hotels, motels, rooming houses, boarding houses and shelters to ensure compliance with the respective adopted codes. Assists in enforcement of the City Zoning Ordinance. Provides technical assistance and education to the public, relative to various applicable codes and city ordinances.

ESSENTIAL JOB FUNCTIONS:

Review applications and construction plans and specifications, and inspect work for compliance with all applicable City and State laws and ordinances, for new building construction, as well as renovations, remodels, and additions to existing buildings.

Work with Engineering, Fire, and Planning divisions, Health and other City staff to insure building and trades permit application approvals, certificate of occupancy approvals, compliance with the zoning ordinance and collection of impact fees.

Assists Chief Building Inspector in supervising division staff and other departments involved in proposed and current projects, coordinates appropriate staff in field inspections and the issuance of Certificate of Occupancy; maintains cross-training of staff.

Enforces and explains all applicable City and State codes and regulations, including the State Building and Fire Codes, mechanical, electrical, and plumbing codes, and the City's zoning ordinance.

Inspects rooming houses, hotels, motels, and shelters to ensure compliance with applicable codes, regulations, and ordinances; may also inspect institutional and commercial properties.

Issues code violation notices to contractors, property owners, or public regarding the results of inspections, and prepares appropriate reports.

Performs inspections initiated by complaints, field observation, or referral for compliance with the City's housing and property maintenance code.

Performs inspections at request of the Code Administrator and Chief Building Inspector for compliance of zoning, building, and fire prevention codes. Assists in department enforcement to correct violations.

Provides testimony in courtroom setting and through sworn depositions regarding code violations under subpoena and as requested by the City Prosecutor.

Provides information, advice, feedback, or assistance to the general public, property owners, contractors and tradespeople, and others within city departments to resolve problems.

Performs the duties of the Chief Building Inspector in his or her absence.

Writes reports and letters; issues orders for corrective action, specifying violation and required abatement.

Researches, prepares, and maintains computer and paper files.

Assists with the maintenance of all department records; receives and reviews evaluation reports and supporting data to maintain up-to-date reference files.

Maintains current ICC certifications through continuing education.

Consults directly with property owners, tenants, contractors, attorneys, and other governmental officials relative to applicable codes and city ordinances..

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle	Electrical Circuit Tester	Thermometer
Computer	General Office Equipment	Phone/Camera
Various Codes, Ordinances, Manuals, and Handbooks		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from college or technical school in related field; school; and, Four or more years of progressively responsible 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.

ICC Training Certifications

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of building, fire, electrical, plumbing, mechanical and housing codes.

Principles and practices of construction.

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

Computer applications relating to work.

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

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

Skill in:

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.

Mental and Physical Abilities to:

Read, interpret and understand construction 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 and government regulations, and various applicable code texts.

Deal with problems involving numerous variables in standardized and unique situations.

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

Occasionally lift light or heavy objects.

Climb ladders.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to hot, cold or inclement weather, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals.

Work may require the use of protective equipment such as masks, goggles, ear protection and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.