

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEBSITE: www.manchesternh.gov



DEPUTY DIRECTOR – BUILDING REGULATIONS

(Announcement Number R-36-15)

Grade 23

Salary Range: \$64,083.46 - \$91,367.69 plus comprehensive benefits package
40 hours per week

THE JOB:

Manages the daily operations and activities of the building safety and regulatory control functions of the Planning and Community Development Department; evaluates the work of regulatory and administrative support staff; reviews complex plans/related construction documentation for approval; oversees the enforcement of all building codes and standards in the City of Manchester; interprets municipal regulations, including the Zoning Ordinance, the City Code of Ordinances and applicable State codes; coordinates projects within the Department; performs building and site inspections as required to determine code compliance; communicates and coordinates with appropriate City staff and responds to citizen inquiries; participates in budget development and administration; serves as a spokesperson for the Department and for the Director as required; other related duties. Night meetings required

MINIMUM

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, Public Administration or a closely related field; and considerable experience in architecture, engineering, inspections/enforcement or related, including some supervisory experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Certification as a Building Official from the International Code Council or ability to secure such certification with the probationary period required.

Candidate must possess excellent communication skills, must have considerable experience in all aspects of construction operations, good computer skills and a driver's license.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and background check.

APPLICATION

PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

OPENING DATE:

Friday, May 29, 2015

CLOSING DATE: Monday, July 6, 2015

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST