

SUPERVISOR OF THE BUREAU OF BUILDING SAFETY & CONSTRUCTION SUPERVISOR VII

NEW HAMPSHIRE DEPARTMENT OF SAFETY

Division of Fire Safety – Fire Marshall Office

\$54,308.80 - \$64,604.80

#43100

New Hampshire Department of Safety, Division of Fire Safety – Fire Marshall Office located in Concord is seeking applicants for a full-time **Supervisor VII** in our Concord office.

SCOPE OF WORK: Supervises and administers the Modular Building Section, Electrical Licensing and Safety Section, Mechanical Licensing and Safety Section, Plans Review Section, Manufacture Home Section, Licensing and Regulation of Plumbers Section and administers all special projects as assigned by the State Fire Marshal, directly related to the above mentioned programs.

ACCOUNTABILITIES:

- Delegates supervisory responsibilities to subordinate Section Chiefs of the Bureau of Building Safety and Construction including Modular Building and Manufactured Housing Section, Electrical Licensing and Safety Section, Mechanical Licensing and Safety Section, Plumbing Licensing and Safety Section, and Engineering and Plans Review Section.
- Supervises and evaluates subordinate supervising Sections Chiefs in all aspects of department policy and procedure, programs, systems, staffing, and performance standards to ensure cost-efficient and effective delivery of services.
- Delegates program responsibilities and supervises special projects and operations of subordinate supervising Section Chiefs to achieve short and long-term department goals.
- Supervises and reviews the implementation of the licensing programs within each section and assists the Section Chiefs with determination of licensing infractions.
- Supervises and evaluates the allocation of bureau resources and personnel by subordinate supervisors and the development and implementation of short and long-range organizational plans to identify program and process strengths and deficiencies to achieve bureau and department goals and objectives.
- Plans, directs and coordinates the interpretation of subordinate supervising Section Chiefs within the Bureau of Building Safety and Construction as we enforce the regulations of the New Hampshire State Fire Code, New Hampshire State Building Code, New Hampshire Modular Building Code, New Hampshire Manufactured Home Installation Standards, New Hampshire State Electrical, Mechanical, and Plumbing Statutes, and any other related codes and rules related.
- Supervises and reviews implementation of licensing programs and complaint validity process with subordinate supervising Section Chiefs of the Bureau of Building Safety and Construction and acts as the division's representative to mediate any complaint within the Bureau.
- Develops and implements training criteria for Bureau Supervisors and their subordinate personnel to ensure uniformity and compliance with department goals and objectives.
- Conduct annual performance reviews of subordinates to recommend personnel actions for merit increases, disciplinary action, and hiring.

- Prepares and provides testimony for the Division of Fire Safety, Bureau of Building Safety and Construction on legislative matters that pertain to all sections within the Bureau.

MINIMUM QUALIFICATIONS:

EDUCATION: Master's degree in Fire Science or Building Construction or Public Administration from a recognized college or university.

EXPERIENCE: Seven years experience in a field or occupation relevant to building inspection or building code enforcement review, supervision and/or program management plus four years in a supervisory or management level position involving administration, program planning and evaluation, business management or related management experience. If related to the program area, the supervisory or management experience will count as part of the seven years' total experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

LICENSE/CERTIFICATION: Certifications through the International Codes Council in Commercial Plans Examiner, Residential Building Inspector, and Commercial Building Inspector as well as fire code certifications through National Fire Protection Association or recognized state fire service programs.

SPECIAL REQUIREMENTS:

For appointment consideration, Supervisor VII applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

Selected candidate will undergo a criminal background check in order to ensure suitability for exposure to confidential information. Applicants will be required to participate in a structured interview.

Closes: August 24, 2012

HOW TO APPLY: An official application for employment may be obtained from and returned to the New Hampshire Department of Safety, Human Resources Section, 33 Hazen Drive, Concord, New Hampshire 03305, (603) 271-6677 or hr@dos.nh.gov and is available on the Internet at www.admin.state.nh.us/hr. *** **In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency.** ***

Contact Information: John Raymond, Assistant Director Deputy Fire Marshall at (603) 223-4289

EEO