



TOWN OF BRISTOL

230 Lake Street, Bristol, NH 03222

Job Opportunity: Land Use Officer/Health Officer

The Town of Bristol is seeking a team player to fill our part-time Land Use Officer/Health Officer position to help keep our beautiful community in tip-top shape. Come enjoy the splendor of Newfound Lake—New Hampshire’s cleanest lake—and Wellington Beach—New Hampshire’s best swimming spot—while you are at it.

Bristol has many ongoing projects for this position as well as new ones that will come up throughout the year. There will be no shortage of things to do and people to meet. We are looking for someone with a great attitude and persistent personality to hit the ground running on his/her first day. We endeavor to have a business-friendly environment to help our town’s tax base grow, but strive to balance that with the need to preserve our beautiful surroundings. You will be a go-to person for those efforts.

As the Land Use Officer, you will be responsible for a diverse range of services, including: interpreting and administering the zoning ordinance; investigating complaints; preparing hearings; and representing the Town before and as advisor to the Town’s Land Use boards. In addition, you will work closely with our Land Use Manager, Planner, and Land Use Administrative Assistant to provide professional planning duties such as researching questions and issues, reviewing plans, and preparing maps.

As the Health Officer, you will perform a variety of tasks, including: conducting rental housing inspections, inspecting and investigating all health nuisance complaints, monitoring for WNV and EEE, assisting with pandemic and all hazards planning, conducting inspections of hazardous building and property conditions, coordinating and assisting state agencies with health inspections, monitoring and testing public water sources, conducting foster care home inspections, and issuing and enforcing confinement orders for animal bites. You will also make field inspections of properties to investigate and report on land use violations associated with: dumpsters, litter, junk and other debris, off-street parking, occupancy in the community with an emphasis on peak violation periods and other land use issues.

A candidate for this position should have a high school diploma, and at least five years of experience in at least one of the building trades (plumbing, carpentry, electrical) and experience/training in planning or zoning land use. You should also have a demonstrated ability to work effectively with clients, other Town departments, officials, and the general public, be highly organized and possess the ability to plan, organize, and implement programs and keep accurate records. An equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities can be substituted. Most importantly, having good communication skills, a good attitude, lots of patience, the ability to keep an even keel, and a sense of humor are the keys to success in our community.

Bristol is a beautiful New England town that is located just twenty-five miles northwest of Concord, New Hampshire's capital. We offer all the benefits of small town living, remaining close to major recreational attractions and business centers. We have a year-round population of approximately 3,300 and a seasonal summer population of approximately 6,500 inhabitants. Town employees, those involved in local government and all of the many volunteers who give so generously of their time are dedicated to providing the best possible service to our residents, businesses, and visitors.

The hourly wage range of this position is \$19.71 to \$26.21, and we have a grade and step system with eligibility for annual merit pay increases. We are looking for 16 to 24 hours per week, which includes some night meetings for committees. Concurrently, we are advertising for a part-time Planner position. If you wish to be considered for that position as well, please state so in your cover letter.

For a copy of the job description and to submit materials, contact executiveassistant@townofbristolnh.org or

Wendy Costigan, Bookkeeper/Executive Assistant
Town of Bristol
230 Lake Street
Bristol, NH 03222

Please include a cover letter, resume, three references and wage requirements in your submission packet.

Resume review and interviews will be on a rolling basis. The position will remain open until filled.

The Town of Bristol is an Equal Opportunity Employer (EOE/ADA).