

Current position available - Project administrator/inspector/drafting position

The position that is presently available is for a project administrator/inspector/drafting position. At times you may be performing inspections, doing a building and fire code based plan review and/or working on business marketing or developing our next seminar. Bergeron Technical Services is a small company that serves an array of clients. The work that you will be doing will regularly vary in scope and scale and the opportunity for professional growth is endless. In order to be of value in our company you will be expected to continuously learn more about what we do, you will be very flexible and you will be continuously interested in broadening your knowledge base.

On one day you may be functioning as an Inspector working with a business owner who has been "cited" for building or fire code violations within their building. In projects of this nature we first complete a detailed inspection and code analysis of the building or property and then develop a plan for correcting the conditions that are deficient. These projects require a thorough knowledge of many codes and standards and also require accurate negotiating and communication skills. If you're not working on a project as described above you may find yourself working with a homeowner or their legal counsel determining if the homeowner's contractor has provided services as described within their agreement and in a code compliant or at least in a manner that is consistent with good construction practices. These are often tricky situations as the client usually thinks they are in the right whereas sometimes it will be our client that's in the wrong. Having the ability to nicely communicate things that people don't want to hear is an important part of this job.

If you're working in the Project Administrator role you may be working with a client to determine if they can use a particular piece of property as they desire by performing a Land Use Analysis. This requires a working knowledge of land use regulations, both State and local, and the ability to author an accurate and understandable report of your findings. Our clients will often use these reports to negotiate the purchase and sale of valuable real estate so accuracy is a must as large amounts of money are often at stake. When the aforementioned Land Use project is complete, you may be working on the project administration side of our company to develop a Request for Proposals package for the installation of a fire suppression system in a building that is owned by another one of our clients. When doing these projects we often will produce existing condition building plans, develop contract documents and help our client through the entire process of advertising the project, obtaining proposals and getting the work completed.

Bergeron Technical Services also provides Code based educational seminars to builders, contractors, design professionals and other Code Officials. We are one of the only private companies in the State of New Hampshire offering Code based seminars to Architects, Engineers, Interior Designers and Code Officials where these professionals can attend our seminars and obtain continuing education credits that are necessary to maintain their professional licenses.

In general, no matter what role you are filling within this company, you will find yourself having to be flexible and maintaining the company line of “I can take care of that for you”. If you’re goal is to come to work and be challenged and to grow professionally this is a wonderful opportunity. If your goal is to work for a company located in the middle of one of the nicest places in the world than this may be the spot for you. If you like working with people and resolving problems, you’ll enjoy being here.

The services that SBTS provides revolve around building inspections, building construction, the fire service, architectural and site design, land use, regulatory requirements and real estate transactions. The ideal employee will have some experience in all of these areas or will have the ability to learn very quickly about an area where they are deficient. It cannot be emphasized enough that being a “self starter” is important. A positive attitude and the willingness to intelligently jump into something that’s almost over your head is a prerequisite. Being able to juggle multiple tasks is also a requirement. While you may have a partner to help with various aspects of a project it’s important to understand that this is a small company where you may be required to handle a project from initial client contact through making sure the final product is produced accurately. As a newcomer you will not be producing contracts, invoices or estimating the value of your work but you will be held accountable for working within the budgets that are in place for a project and in the case of hourly work, to work towards doing a project efficiently so as to reduce the financial burden on our clients. While working for SBTS, being able to keep our clients objectives and financial matters in strict confidence is not an option but an absolute necessity. Many of our clients do not want the world to know about their plans ahead of time as misplaced or misused information may have an effect on being able to obtain approvals, provide an unfair advantage to competitors or have a negative affect on the value of a piece of real estate. If you can’t keep your work in strict confidence, you should not consider applying to work for this company.

Minimum Applicant Requirements

The preferred candidate for this position may already be a State of New Hampshire Licensed Home Inspector or have NFPA or ICC Certifications as a Building Inspector, Fire Inspector, Accessibility Inspector/Plans Examiner or Certified Fire Protection Specialist and/or have a background and educational experience in architecture, engineering or perhaps interior design. Candidates that presently maintain certifications, professional licensure or advanced education in engineering or architecture may be given greater consideration. Regular maintenance of Certifications and/or Licenses through continuing education will be required. Candidates that demonstrate a serious interest in obtaining additional Certifications or advanced Licenses will be given greater consideration as continued professional growth and development is a requirement of this position.

What Will I Get Paid?

Pay is commensurate and negotiable entirely dependent upon what you can bring to this company. Initially this will be an hourly position with a somewhat flexible schedule. Initially for at least 24 hours weekly and possibly up to 40 hours.

How to apply:

Email your resume and letter of interest to lindab@bergerontechnical.com. Tell us a little about yourself and why you'd like to work for our company. No phone applications or office appointments please.

Project Administrator/ Draftsperson/Inspector

Fire & Building Code Based Inspections & Plans

- Commercial Inspections to determine compliance or non compliance of specific structures pertinent to the requirements of the NFPA 101 "Life Safety" Code.
- Developing written and often diagrammatic plans for improvement and Life Safety Code compliance using Microsoft Office and Autodesk (AutoCAD based) applications

Specific Use/Occupancy Permitting

- Assisting clients in obtaining permits and approvals that are necessary to occupy a building or site for their desired occupancy. This will entail meeting and often negotiating with Municipal and State agencies.

Building Inspections

- Provision of "building inspector" contract services to municipalities
- Pre-sale inspections of commercial buildings, usually representing the buyer
- Code related inspections of commercial buildings sometimes previous to sale or purchase, often in response to code violation or code related concerns having been raised by Municipal or State officials
- Post construction inspections of single family homes to address construction deficiency concerns of the property owner
- Pre-sale inspections of single family homes representing the purchaser

Land Use Analysis - Permitting

- Assisting clients in determining the best and possible uses for a specific property. Creating site development plans in conjunction with other Technicians and Design Professionals and representing the clients' interests before various Land Use Boards and Permitting Agencies.

Project Management

- Authoring project specifications and RFP's and acting as our clients' representative throughout various construction type projects. This may be as complex as a complete site development and building construction project or as simple as overseeing the installation of a fire detection or fire suppression system.

Existing Building Documentation & Detailing

- Measuring, photographing and development of detailed plans of existing buildings, usually interior, but sometimes exterior conditions. Working with Microsoft Office and Autodesk (AutoCAD based) applications.