



# CITY OF CONCORD

*New Hampshire's Main Street™*

## Human Resources Department

### REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Jennifer Johnston, Director of Human Resources and Labor Relations

**DATE:** January 16, 2026

**SUBJECT:** Changing the Building Inspector and Housing Inspector Positions into combined Building and Housing Inspector Positions

#### **Recommendation**

It is requested and recommended that the City Council accept this report and permit the Community Development Department to modify the Housing Inspector position title and the Building Inspector Position title to a combined Building and Housing Inspector Position Title in order to create redundancy in the positions for coverage of inspection duties.

#### **Background**

The recent retirement of the Building Inspector has prompted the request to change the position title of the two aforementioned positions. There is currently one full time equivalent approved in the FY26 budget for each position. The incumbent in the Housing Inspector position is cross trained in Building Inspection so can move into the combined title without disruption.

#### **Discussion**

This position title change includes combining the responsibilities of the Housing and Building Inspectors into one without changing the number of approved FTE's within the department. The Building Inspector position became vacant in January through retirement and the current Housing Inspector is looking to utilize his Building Inspector experience in his current role.

Making this change increases the ability of the Code Division to be flexible and nimble in responding to the development community. Having two inspectors skilled in both subject matters is also important for cross training and leave coverage. There is no increase in payroll cost for this fiscal year and depending on who fills the current vacancy, there could be a reduction in cost as the employee who retired was at top step.

Respectfully Submitted,  
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager