

## **Job Description**

**Title:** Inspector of Buildings, Building Commissioner and Code Enforcement Officer

**Supervision:** Works under the supervision of the Town Administrator and in accordance with applicable provisions of the Massachusetts General Laws, regulations (CMRs), town bylaws, rules and regulations.

**Hours/Compensation:** This position is a part time hourly, non-exempt position. The actual hourly rate will be authorized annually by annual appropriation.

**Benefits:** As this position requires less than 20 hours per week no Town benefits are offered. This position must participate in the OBRA retirement program.

### **Job Environment:**

- Some work is performed under typical office conditions; some work is performed in the field under varying conditions, with exposure to the hazards associated with construction sites. Makes frequent contact with town departments and boards, state and regional agencies, builders and developers, real estate interests and periodic contact with the general public.
- Has access to all department-related confidential information such as personnel records, negotiating positions, pending litigation, which if disclosed, could have legal or financial repercussions.
- Errors could result in damage to property, endanger public safety, have legal and/or financial implications, and cause adverse public relations.
- Administrative, supervisory and inspection work related to the enforcement and interpretation of the State Building Code, the local zoning bylaw and other applicable regulations; all other related work as required.

### **Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

- Plans, directs, coordinates and administers the activities of the building department which includes the activities of the plumbing, gas, and wiring inspectors and sealer of weights and measures.
- Reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws, and other applicable regulations; issues building permits; maintains associated logs and inspection records. Responds orally and in writing to inquiries from property owners, banks, real estate firms, and the general public; explains building code regulations and bylaw provisions; explains procedures and assists applicants in completing required forms; discusses

construction methods and materials with building professionals in order to assure compliance with applicable codes and regulations.

- Inspects commercial buildings and alterations to commercial buildings under construction and upon completion to monitor compliance with code requirements and approved plans; inspects safety conditions of existing buildings; inspects places of assembly and public buildings annually.
- Confers with builders, architects, engineers, property owners, attorneys, and the general public regarding construction requirements and other related matters. Issues certificates of inspection, certificates of occupancy, notices of violation and stop work orders. Participates in the coordinated review process with various town boards including the Board of Public Works, Planning Board, Board of Health, Board of Appeals and Conservation Commission. Prepares and manages the annual budget for the Building Department; oversee the maintenance of departmental records and departmental correspondence; prepares department report for the Annual Town Report. Performs other similar or related duties as required or as situation dictates.
- Performs highly responsible duties of a technical nature requiring considerable judgment in the application, interpretation, and enforcement of the building codes, zoning bylaws, and other applicable regulations.
- Supervises 4 part time employees: Plumbing & Gas Inspector, Electrical Inspector, Local Inspector and the Assistant Building Inspector.

### **Recommended Minimum Qualifications:**

**Education & Experience:** High school graduation plus five years of experience in the supervision of building construction or design; or Bachelor's degree in a field related to building design or construction; or equivalent combination of education and experience. Individual must be deemed qualified by the Building Official Certification Committee and shall first be certified as a MA Local Inspector.

### **Knowledge, Ability and Skill:**

- Thorough knowledge of the materials and methods of building construction and the state building code, local zoning bylaws, and other applicable state statutes, rules and regulations, ordinances and bylaws.
- Ability to enforce all regulations firmly, tactfully, and impartially. Ability to deal appropriately with the general public and members of the business community. Ability to organize and assign work to subordinate personnel.
- Ability to communicate effectively both orally and in writing.
- Possession of a Class III motor vehicle operator's license required.
- Minimal physical effort required to perform functions under typical office conditions; moderate physical effort required when performing occasional fieldwork. Position requires the ability to operate a keyboard. Occasionally required to bend, reach, climb and otherwise access buildings under construction.