

ASSISTANT BUILDING INSPECTOR

Position Purpose:

Under direction of the Building Inspector, participates in administering and enforcing state building codes, Architectural Access Board regulations, Zoning Bylaws, and decisions of the Zoning Board of Appeals, the Historic Districts Commission and Selectmen's site plans.

Supervision:

Supervision Scope: Exercises initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services.

Supervision Received: Works under the administrative and policy direction of the Building Inspector.

Supervision Given: None.

Job Environment:

Frequent periods spent in non-office environments, including retail and service establishments, private homes, town property and facilities (internal and external), swimming pools, roads, etc. Extended periods spent outside. Extensive periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical positions. May spend sustained periods at computer terminal or on telephone. Light lifting and carrying of work materials, including files, inspection tools and equipment. Subject to regular interruptions to handle emergency situations.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Reviews plans for building construction or alteration to determine compliance with State Building Code and local Zoning Bylaw; issues building permits; calculates and collects fees; supervises the maintenance of associated records.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with code requirements and submitted plans. Issues Certificates of Occupancy if required.

Confers with builders, architects, engineers, property owners, and the general public regarding construction requirements, application of the Zoning Bylaw and other related matters.

Issues permits and collects fees for swimming pools, solid fuel burning stoves, solar systems, signs and other designated structures after review and inspection.

Makes annual inspections of restaurants, liquor establishments, nursery schools, private schools and places of assembly and other facilities as required in conformance with state statute, code, and local bylaws. Inspects proposed locations of utility poles and makes recommendations to Town Manager.

Investigates complaints of alleged zoning violations and takes appropriate action, such as the issuance of cease and desist orders or the filing of non-criminal complaints in District Court. Confers with Town Counsel as required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

As required by law, a qualifying individual must:

- have at least (5) years of experience in the supervision of building construction or design; or
- a two year associates degree in a field related to building construction or design; AND
- be certified by the state Board of Building Regulations and Standards (BBRS) in accordance with regulations; or
- be able to successfully complete and pass the certification examination process within eighteen (18) months of hire.

Special Requirements

A valid motor vehicle operator's license.

Certification as a Building Inspector by the state Board of Building Regulations and Standards (BBRS) within 18 months after hire.

Knowledge, Ability & Skills

Knowledge: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. A thorough understanding of the materials and methods of building construction. Working knowledge of fire prevention, light, ventilation, egress, electrical, heating, refrigeration, and plumbing installations. A general knowledge of other equipment and materials essential for life safety, comfort and convenience of the occupants of a building structure. Thorough understanding of field inspection practices.

Ability and Skills: Ability to read and interpret construction drawings and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective and harmonious working relationships with town officials, the public, and members of the building community. Ability to communicate effectively in written and

verbal form. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to operate standard office equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the Assistant Building Director, the employee is required to: interact and communicate frequently with the public, government officials, volunteers, other staff members and boards, third party service providers, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the Council on Aging/Senior Center facilities. Lifts/moves objects weighing up to 30 pounds; must be able to lift, push and/or pull objects and furniture while setting up activities at the Senior Center.

(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)