

**Town of Natick  
Job Description**

<b>Position Title:</b>	Local Building Inspector	<b>Grade Level:</b>	3
<b>Department</b>	Community Development	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Building Commissioner		

**Statement of Duties**

The Local Building Inspector is responsible for professional, technical, administrative, and inspection work related to building applications and plan review, as well as enforcement and interpretation of the State Building Code, Massachusetts General Laws (MGL), Code of Massachusetts Regulations, Architectural Access Board, specialized codes and reference standards, local zoning by-law, and other applicable regulations.

**Supervision Required**

The Local Building Inspector works under the general direction of the Building Commissioner, and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws; reviews all unusual problems or situations with the Commissioner prior to taking any required action. The work conducted by the Local Building Inspector is independent when in the field.

**Supervisory Responsibility**

The Local Building Inspector does not require the regular supervision of employees. In the absence of the Building Commissioner and the Senior Building Official, the Building Commissioner will designate the Local Building Inspector as the Acting Building Commissioner. As the Acting Building Commissioner, the Local Building Inspector shall assume all roles and responsibilities until the return of the Building Commissioner and the Senior Building Official.

**Accountability**

The Local Building Inspector must be ethically responsible for their work. An error or omission in documentation, improper review of job site work, and poor interpretation and implementation of the State Building Code, Massachusetts General Laws, Code of Massachusetts Regulations, Architectural Access Board, specialized codes and reference standards, local zoning by-law, and other applicable regulations could result in missed deadlines, monetary loss, legal repercussions, delay of service delivery.

**Judgment**

Numerous standardized practices and procedures govern the work. In some cases, they require additional interpretation, examination, analysis, evaluation, and judgment is used in analyzing specific situations to determine appropriate actions. Individual judgment, professional knowledge, and experience are required to select the appropriate practices,

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procedures, regulations, or guidelines to apply in each case.

### **Complexity**

The work responsibilities of the Local Building Inspector are technical. The Local Building Inspector must thoroughly comprehend the intent and wording of the State Building Code, Massachusetts General Laws, Code of Massachusetts Regulations, Architectural Access Board, Specialized Codes and Reference Standards, local zoning by-laws, and other applicable regulations while being able to interpret and apply such information to real situations and conditions. Assignments are extensive, and the Local Building Inspector is expected to assess new techniques and be able to deal with them effectively.

### **Confidentiality**

The Local Building Inspector has access to confidential information obtained during the performance of the regular duties of the position. Such information shall remain confidential.

### **Work Environment**

- The work of the Local Building Inspector is performed in an office, while most of the work is performed in the field on construction sites.
- While on a construction site, the Local Building Inspector may be exposed to variable weather conditions, loud noises, and hazards associated with construction sites, including exposure to potentially dangerous materials.
- The workload of the Local Building Inspector fluctuates according to construction activity and other events.
- The Local Building Inspector may intermittently find it necessary to climb heights, bend and enter cramped spaces, and traverse buildings and structures at various stages of construction. There are often safety hazards that must be avoided.
- The Local Building Inspector will have frequent contact with Town department staff, public officials, developers, the general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.
- The Local Building Inspector may be required to work beyond regular business hours to attend evening meetings or complete work assignments.
- The Local Building Inspector will be required to walk and observe related matters on unstable footing.

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- The failure of the Local Building Inspector to follow safety precautions or procedures may result in injury.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Performs responsible technical work in a building department and on a construction site while enforcing applicable codes, bylaws, and safety requirements.
- Reviews applications and plans for the issuance of applicable building permits for the construction, renovation, improvement, movement, and demolition of buildings and structures.
- Establish inspection schedules and priorities; respond to inquiries and complaints from property owners, tenants, contractors, architects and others regarding code and bylaw interpretation, clarification of department policies and procedures, violations, complaints and general information.
- Review building plans and blueprints prior to approval of issuance of building permits; ensure that approved products, materials and techniques are used during construction.
- Performs on-site inspections of new and existing buildings and structures under construction to ensure compliance with all applicable building codes.
- Enforces all State Building Code, Massachusetts General Laws (MGL), Code of Massachusetts Regulations, Architectural Access Board, specialized codes and reference standards, local bylaws, and other applicable regulations, as amended through appropriate enforcement action.
- Identify code and bylaw violations, such as sign violations, illegal construction and permit violations; issue notices of violation of building code and zoning bylaws; make court appearances, when necessary.
- Interprets building codes and by laws for builders, developers, contractors, architects, and others, advising them on the proper procedures.
- Reviews and inspects site plans and applications for special permits (ex. swimming pools and signs).
- May issue stop work orders upon a determination that work is in violation of a code, bylaw, or safety procedure.
- Prepares and submits periodic and special reports to the Building Commissioner.

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- Responds to inquiries and complaints relating to building codes and bylaws from a variety of sources.
- Provide training to new building inspection staff in terms of Town policies, procedures, rules, and regulations.
- Works independently but also works collaboratively in an office and construction site setting.
- Provides technical advice and assistance to Town staff, Boards, and commissions regarding interpreting the building code, bylaws, and safety procedures. Works independently but also works collaboratively in an office and construction site setting.
- Works collaboratively and efficiently with contractors or landowner representatives, builders, engineers, architects, developers, attorneys, federal and state regulators, and representatives of utility companies.
- Provides information and education to members of the public who are contemplating construction, renovation, or alteration.
- Develop and maintain complete and accurate inspection records.

### **Education and Certifications**

- High School Diploma or GED required;
- Must maintain Massachusetts Certification as a Local Building Inspector by the Board of Building Regulations and Standards, and in accordance with 780 CMR 110.R5 (MGL c. 143, Section 3), as amended. Any candidate not certified by the Commonwealth has 16 months to become certified as a Local Building Inspector.

### **Experience**

Five years of experience in the supervision of building construction and zoning enforcement, in addition to working with Massachusetts Building Code and of accepted requirements for building construction, fire prevention, light ventilation, and safe egress.

### **Other**

Valid Motor Vehicle Operator's License, and/or have the ability to travel throughout Natick for site visits, field surveys, public meetings, etc.

### **Tools and Equipment**

The ability to operate standards office equipment (personal computer and relevant software); an automobile; and common construction and inspection tools and equipment.

### **Knowledge, Abilities and Skill**

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- Knowledge of the Massachusetts Building Code and other applicable state statutes, rules and regulations, and field inspection practices, zoning, the materials and methods of building construction and equipment, accepted requirements for building construction, fire prevention, light, ventilation and safe egress.
- Knowledge of OSHA Rules and Regulations for work safety.
- Ability to enforce codes and regulations fairly and impartially.
- Ability to maintain complete and accurate inspection records, and stay informed of code changes.
- Ability to read, understand and interpret technical documents (ex. bylaws and regulations, site and construction plans, technical specifications, and reports).
- Ability to inspect construction, renovation, and alterations on a construction site while judging compliance and non-compliance with codes and bylaws.
- Skill in diagnosing poor workmanship, materials, and equipment.
- Strong and effective oral and written communication, public relations, and conflict resolution skills.

### **Physical and Mental 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 position's essential functions.*

- Duties assignments require application of hand-eye coordination, physical dexterity, and motor coordination.
- Some agility and physical strength, as well as the ability to walk over rough terrain.
- The ability to conduct plan review and construction site visits.

*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.*