

CLASS TITLE

PART-TIME BUILDING INSPECTOR
19 Hours Per Week

EXAMPLES OF DUTIES

1. Performs responsible technical and administrative work in managing a building department in which he receives applications and issues permits to construct, improve, move and demolish buildings and structures within the Town.
2. Reviews plans for conformance with all pertinent building and zoning codes and laws; makes on-site inspections of existing structures to assure continued compliance, and at least annually, inspects places of public assembly and issues occupancy permits for same, enforcing codes through appropriate actions.
3. Interprets building and zoning codes and laws to builders, contractors, architects and others, advising them on proper procedures to follow.
4. Reviews site plans and applications for special permits, such as: swimming pools, signs, coal and wood burning stoves, to ensure proper compliance with codes.
5. May issue stop orders upon determination that work is not in accordance with codes or approved plans.
6. Responsible for administering all inspectional activities of the department; supervises a small work force; makes work assignments; trains staff; evaluates their performance and applies any discipline necessary; coordinates work with other Town boards, commissions, agencies and departments.
7. Responds to inquiries and complaints relating to alleged infractions of codes, making investigation of the same and taking appropriate action.
8. Enforces zoning by-laws and decisions of the board of appeals.
9. Attends workshops and conferences for the purpose of exchanging information on zoning and building work.
10. Prepares budget estimates for department; orders materials and supplies; prepares necessary special and periodic reports as may be required; sees to it that inspectional services are performed satisfactorily.
11. Performs other related duties of the class, as required.

FACTORS

A. KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of building construction principles, procedures, materials and equipment.

2. Considerable knowledge of state and local building and zoning laws and codes.
3. Working knowledge of legal procedures relating to enforcement of codes.
4. Ability to read, understand and interpret to others a variety of technical documents, such as; blueprints, technical specifications and plans.
5. Ability to plan, organize and direct and coordinate all inspectional activities of the town.
6. Ability to make on-site inspections of constructions, renovations, and alterations; and make judgments concerning compliance.
7. Ability to communicate effectively with others, both orally and in writing and maintain harmonious relationships to them.
8. Ability to supervise others.
9. Skill in evaluating workmanship, materials and equipment.
10. Ability to prepare technical reports.

B. **EXPERIENCE**

An incumbent in this work must have had five (5) years of work experience in the supervision or building construction or design or in the alternative a four year undergraduate degree in a field related to building construction or design. Individuals will not be permanently appointed to the position as has been established by 780 CMR R7, unless that individual has been qualified and certified. A conditional appointee shall meet the requirements of 780 CMR R7.1.7.4 through 1.7.6.3.

C. **SUPERVISORY CONTROLS**

Incumbent is responsible to and receives general supervision from the Town Administrator. Control is exercised in the form of Town by-laws and policies, coordination with Town boards, commissions and departments and budgetary restrictions.

Most work is carried out with a high degree of independence, and incumbent is considered an expert in his work; is expected to resolve problems and issues as they arise. Results of work normally accepted without change, and State and local building codes and laws must be observed and followed. Performance is evaluated periodically by supervisor.

D. **COMPLEXITY**

Work responsibilities are technical in nature, and incumbent is expected to thoroughly comprehend all pertinent codes and laws, as well as possessing knowledge of current building techniques and building materials. Assignments are extensive, and each project has an amount of uniqueness in itself; incumbent is expected to meet these demands and deal with them effectively.

E. **NATURE AND PURPOSE OF PERSONAL CONTACTS**

Most contacts are with builders, contractors, architects and attorneys, as well as utility representatives for the purpose of advising them and interpreting the various provisions of law and codes. Other contacts are with owners of land, businesses and residences who are contemplating construction, renovation or major alterations. Finally, contacts are with co-workers for the purpose of coordinating inspectional services of the town.

F. **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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Much of this work calls upon the incumbent to be in the field, working under varying weather conditions. Incumbent may find it necessary to climb heights, to bend and enter cramped spaces and to traverse buildings at varied stages of construction. There are obvious safety hazards to be avoided. Stress is present on the job, at times needing to deal with irate citizens.

H. **SUPERVISION AND MANAGEMENT EXERCISED**

Incumbent supervises a small work force of part-time inspectors and clerical employees. Coordination among all inspectors is a necessity of the job, and is made difficult as inspections are carried out in a variety of locations throughout the community and at different times. Most work can be planned beforehand, allowing for occasions where incumbent must respond to non-cyclical situations.

SUGGESTED TRAINING AND EXPERIENCE

A candidate for this class of positions must be a high school graduate, must have had five (5) years of supervisory experience in building construction - or - in the alternative, must have completed a four year undergraduate curriculum at an accredited college or university. Must have general good health and must possess a valid Massachusetts Vehicle Operator's license. Candidate must be able to demonstrate possession of the required knowledge, skills and abilities to perform the work. Individuals will not be permanently appointed to the position as has been established by 780 CMR R7, unless that individual has been qualified and certified. A conditional appointee shall meet the requirements of 780 CMR R7.1.7.4 through 1.7.6.3.