

INSPECTOR OF BUILDINGS / BUILDING COMMISSIONER AND ZONING AGENT

SUMMARY

Technical work related to the enforcement and interpretation of the Massachusetts Building Code (780 CMR), Architectural Access Board (521 CMR), Massachusetts General Laws, Town Bylaws, including the Zoning Bylaws, subdivision regulations and other applicable codes relating to building construction and design. Plus all other work required.

LEVEL OF RESPONSIBILITY

Directly responsible for the supervision of Dept. of Inspectional Services staff including, but not limited to, the Office Manager and all other code inspectors assigned to the Department.

Perform highly responsible tasks of a complex and technical nature involving the exercise of considerable judgment and initiative in ensuring the enforcement of applicable codes and regulations.

Prepare operating and capital budgets for the department.

Work under the direction and policy of the Town Manager.

The Inspector of Buildings shall keep the Town Manager informed about any controversial or legal matters and generally informed about Departmental activities.

MAJOR DUTIES

The essential functions and 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.

Responsible for enforcing 780 CMR State Building Code, 521 CMR Architectural Access Board, assist the public in interpreting the State Building Code and other pertinent rules and regulations.

Responsible for reviewing permit applications for compliance with state laws and Town bylaws, enforcement of the codes and laws through the Board of Professional Licensure and or court system as necessary.

Provide assistance and information to applicants; answer questions; respond to and investigate complaints from residents and town officials; assists with completion of forms and applications.

Refer applicants to the proper authority when the project requires additional approval or certifications, e.g., wetlands approval, planning board, zoning board of appeals, engineering, board of health and other permits that may be needed.

Review plans and written documents to ensure that electrical plans meet electrical, building and fire codes.

Review plans and written documentation for building construction or alteration for compliance with state codes, access regulations, local zoning bylaws and general industry practices.

Issues building permits, occupancy permits, inspection certificates or violation notices following inspections; issues permits for construction to proceed or explanation of permit denial; conducts follow-up violation notices.

Inspect existing buildings of various use groups, as prescribed by state building code, for safety and code compliance; inspects work in progress for compliance with approved plans and codes or bylaws.

Respond to emergency scenes requested by authorized fire and / or police personnel 24/7/365, to enter dangerous buildings for structural evaluation after structure fires, building collapse, and/or other open hazardous structures.

Compile evidence and documentation to prepare for court proceedings when necessary; compile evidence and prepare affidavits to secure and execute search warrants when needed to gain access to property.

Attend mandated continuing education to stay informed on changes in Massachusetts Building Codes, Fire Codes, and Massachusetts General Laws, and to maintain certification from the State Board of Building Regulations and Standards.

Document actions taken pertaining to permit applications and inspections; and maintain department records in coordination with Office Manager.

Prepares operating and capital budgets for the department.

Reports permit activity to the Board of Assessors for real estate tax revaluation.

As Zoning Agent must enforce all local bylaws, rules and regulations including zoning and signage violations.

Perform other similar or related duties, as needed, or as may be assigned.

WORK ENVIRONMENT:

Some work is performed under typical office conditions; frequent inspection work is performed in the field, with exposure to various weather conditions, load noise, dangerous conditions and exposure to potentially dangerous materials and other hazards associated with construction sites. The employee may need to respond to emergency situations, 24/7/365.

Attendance at all Town Meetings required. Attendance at staff meetings, and or similar types of meetings, may be required. Some night meetings required including attendance Zoning Board of Appeals (ZBA) meetings as needed.

The employee must operate standard office equipment, hand tools and an automobile.

The employee has constant contact with the general public, contractors, property owners architects, engineers, state officials, attorneys, court systems and other town employees and officials. Contact is in person, telephone, and email or in writing.

The employee has access to bid documents, legal investigations and criminal proceedings.

Some work is subject to engineering and / or architectural review, where errors could be detected and corrected, errors could result in personal injury, injury to others, and damage to property, delay or loss of service, monetary loss or legal repercussions.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of the material, methods and equipment used in building construction and of the Massachusetts Building Code, local zoning bylaws and other codes and regulations or bylaws.

The ability to read and interpret blueprints, drawings and plans, Massachusetts General Laws and regulations and engineering criteria and design information and to communicate information to the general public and / or contractors. The ability to maintain detailed and complex records and files. Ability to enforce regulations firmly, tactfully and impartially. Ability to interact appropriately with the general public, town officials and members of the construction industry. Ability to communicate effectively in writing and / or oral form.

Good communication, public relations and computer skills.

MINIMUM REQUIREMENTS

High School diploma and advanced technical training.

A Construction Supervisors License.

In accordance with the provisions of the M.G.L. c. 143: s. 3, each inspector of buildings shall have had at least five years of experience in the supervision of building construction or design, or in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience.

Shall have a general knowledge of the accepted requirements for building construction, fire prevention, ventilation, light and safe egress, as well as a general knowledge of the equipment and materials essential for the safety, comfort and convenience of the occupants of a building or structure.

Additional Requirements:

Certification as an Inspector of Buildings / Building Commissioner by the Department of Public Safety, Board of Building Regulations and Standards (BBRS) or the ability to become certified with 18 months of start of employment.

Certification as a Certified Building Official (C.B.O.) from the International Code Council (I.C.C.) or the ability to become certified with 18 months of start of employment.

Valid Massachusetts motor vehicle operator's license.

A dependable vehicle.

Continuing Education on an ongoing basis to maintain and be updated and informed of the ever changing codes, laws, tools and products used in the field.

PHYSICAL REQUIREMENTS:

Minimal physical efforts are required to perform administrative duties; moderate physical effort is required to perform fieldwork. The employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, reach with hands and arms, stoop, bend, climb ladders and staging; must be able to access all areas of a construction site. Vision requirements include the ability to read routine and complex documents and the ability to operate a motor vehicle.

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