

Local Building Inspector / Code Enforcement Officer

Department: Inspections

Division: Development and Enforcement Center

Appointing Authority: Mayor

Grade: 2

Revision Date: 1/09

Bargaining Unit: S

Definition

Responsible for routine, semi-complex or complex administrative, technical, and customer service work related to the interpretation and enforcement of Federal, State, or local applicable laws, by-laws, codes, or regulations in support of the Development and Enforcement Center (DEC) to discharge the duties of the Building and Enforcement divisions; all other related work as required that is logical to the position.

Supervision

Works under the direct supervision of the Inspector of Buildings and under the administrative direction of the Director of Administration and Finance within policies established by the Mayor.

Has no supervisory duties, may direct clerical / secretarial activities of the DEC Administrative Assistant. Works collaboratively with Electrical Inspector(s), Plumbing and Gas Inspector(s), DEC Enforcement or Licensing Coordinators, and other DEC team participants.

Job Environment

Perform highly responsible duties of a technical nature requiring considerable exercise of judgment in the application, interpretation and enforcement of building codes, zoning and conservation by-laws, MGL, CMR, Conservation Commission Orders of Conditions and Zoning Board of Appeals Orders of Condition.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion and relations; confusion and delay, lower standards of service for the town, or may cause legal or financial repercussions, or could result in damage to property or endanger public safety.

Makes continual or frequent contacts with the general public, builders and property owners, other departments and officials sometimes on short notice at the request of Town Boards or Commissions, outside agencies, other governmental organizations. Communication is by means of telephone, personal discussion, and correspondence.

Office work is performed under typical conditions by operating computers, calculators, and other office equipment. Noise level is usually quiet to moderate. Some duties require field work which may involve walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associative field conditions. Occasional exposure to chemical and biological hazards requiring exercise of proper safety precautions. Must drive self or have transport to and from field sites.

Has access to department-related confidential information. Has some access to highly confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Essential Functions (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Under the general direction of the Inspector of Buildings, assist him or her to provide administrative and technical work connected with the interpretation, processing and enforcement of the Building Code and the Zoning By-laws; to act on any question relative to the mode or manner of construction and materials to be used in the construction, alteration, repair, demolition, removal, and maintenance of all buildings and structures within the town.

Receive applications, review plans and specifications for construction, reconstruction, alteration, repair, addition and demolition projects within the town to determine compliance with Massachusetts and town codes, by-laws and regulations relating to building, zoning, signs and architectural access; and in the issuance of building permits; calculate and collect fees, and the maintenance of associated records.

Perform field inspections of premises to verify that all work is being performed in accordance with the plans and all applicable codes and laws. Inspect buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans; issue Certificates of Occupancy when required.

Interpret and enforce the MA State Building Code 780 CMR and the applicable sections of MGL C40A, 111-139 and 148 NFPA 101 and the BOCA Mechanical Code, the town's zoning by-laws in the absence of the Inspector of Buildings, including to confer with builders, architects, engineers, property owners, and general public regarding construction requirements, application of the zoning and conservation commission rules and regulations, and Board of Appeals by-laws and other related matters.

Investigate complaints of alleged code violations and take appropriate action and issue necessary notices or orders to correct illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate egress facilities in new construction and existing buildings and structures, and to insure compliance with all code requirements for the safety, health and general welfare of the public.

Assist the Inspector of Buildings in making annual inspections of restaurants, liquor establishments, nursery schools, private schools, places of assembly, and other facilities as required in conformance with statute, code and local by-laws (so-called section 106's and 304's).

Periodically inspect and certify buildings and structures or parts thereof in accordance with the MA State Building Code 780 CMR 106 and Section 106.5.

Confer with builders, architects, engineers, property owners and the general public regarding construction requirements, application of the zoning bylaws and other related matters.

Recommended Minimum Qualifications: Any combination of education and experience that would have provided the required knowledge and skills that enables performance of all aspects of the position is qualifying.

Education and Experience: Position requires broad knowledge of building construction and from five (5) to seven (7) years of experience in the supervision of building construction or design including the general knowledge of the accepted requirements of building construction, fire prevention, light, ventilation and safe egress.

Knowledge, Ability and Skill: Thorough knowledge of MGL Ch. 143, 40A and of ZBA appeal decisions; ability to write reports; duties require working knowledge of town operations, by-laws, state and federal laws and regulations; thorough knowledge of the materials and methods used in building construction and the administration of the Massachusetts State Building Code, local zoning by-law and applicable provisions of Massachusetts General Laws; ability to work collaboratively in an effective manner and to establish and maintain good working relations with the other town officials; ability to deal with the general public in a tactful and helpful manner; ability to communicate clearly in oral and written form; must be well versed in diplomacy and negotiations skills and be able to maintain a sense of humor. Ability to work effectively under time constraints to meet deadlines.

Ability to operate a personal computer utilizing Microsoft windows environment and programs required, and to operate a keyboard and standard office equipment at efficient speed; ability to work on and prioritize several on-going tasks.

Ability to perform routine but skilled and responsible functions requiring knowledge of departmental operations and the exercise of appropriate judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Ability to maintain accurate and detailed records and to prepare reports from same; skill in computer applications; ability to organize clerical and statistical records. Must be positive, diligent and punctual; ability to work cooperatively with colleagues and supervisors. Must perform all aspects of job responsibilities with honesty and integrity.

Working knowledge and the ability to comprehend the full scope of departmental activities and policies, and the ability to independently initiate actions and make decisions in support of those policies; ability to do legal research and provide results to Commissioners, to act as responsible liaison to Commonwealth regulatory agencies pertaining to the work performed.

Physical Requirements: Able to gain access to construction sites. Some physical effort needed to work over rough terrain and variations of heights. Exposure to severe weather conditions is required. Numerous safety hazards are encountered with on-site inspections, working around disturbed soil due to newly dug excavations; must work around and use temporary supported structures such as stairways, trash chutes, newly placed concrete or steel walls, floors and roofs; erecting of pre-cast concrete plans, bar joists; working around heavy machinery in motion and inspecting fire damaged buildings.

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a keyboard. Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 25 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus, ability to distinguish color in graphs, charts, etc.; hearing ability requirements include ability to interact with the public, elected or appointed officials and outside organizations.

Special Requirements: S/he must hold an unrestricted Massachusetts Construction Supervisor’s License, and must be able to obtain a certification as a “Local Inspector” within eighteen (18) months from appointment. A valid driver’s license; ability to attend occasional evening meetings.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

s/: Dennis Helmus
Human Resources Director

Date _____
Revision History: Initial 6.06, 1/09

s/: Mark Snow
Department Head

s/: Christine Forgey
Mayor

[SSEA Review: s/:CB]