

## **Local Building Inspector**

***Department: Inspections and Enforcement***

***Division: N/A***

***Appointing Authority: Building Commissioner***

***Grade: S4***

***Revision Date: 12/2020***

***Bargaining Unit: S***

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### **Definition**

Responsible for routine, semi-complex or complex administrative, technical, and customer service work related to the interpretation and enforcement of State laws, regulations, and or local applicable ordinances, and all other related work as required that is logical to the position.

### **Supervision**

Works under the direct supervision of the Building Commissioner within policies established by the Building Inspections department.

Has no supervisory duties; may advise the Building Inspections and Enforcement Coordinator on administrative activities. Works collaboratively with other departments, Electrical Inspector(s), and Plumbing and Gas Inspector(s).

### **Environment**

Perform highly responsible duties of a technical nature requiring exercise of judgment in the application, interpretation and enforcement of M.G.L's, CMR building codes, accessibility access, energy conservation, fire protection and mechanical systems, and zoning regulations.

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 City, or may cause legal or financial repercussions, or could result in damage to property or endanger public safety.

Has frequent contact with the general public, builders, property owners, design and legal professionals, other City departments and officials, City Boards or Commissions, outside agencies, other governmental organizations.

Office work is performed under typical office conditions, operating computers, calculators, and other office equipment. Must have the ability to review construction documents, design plans, technical specifications and other construction related materials. Must have good communication skills and working knowledge of laws and regulations. Noise level is usually quiet to moderate; subject to interruptions to handle emergency situations.

Duties require field work which involves various types of inspections on construction sites, walking and climbing over uneven terrain, climbing ladders and staging; weather elements include 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. Other hazardous environments include but not limited to, inspecting unsafe buildings & structures, fire scenes, damages to buildings caused by natural disasters, poor or unsanitary interior conditions in buildings, mold, bed bugs, and other rodents. Must drive self or have transport to and from field sites.

Has access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

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 City, or may cause legal or financial repercussions, or could result in damage to property or endanger public safety.

**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 Building Commissioner, assist in providing administrative and technical work connected with the interpretation, processing and enforcement of Massachusetts General Law (M.G.L) 143, 780 CMR Massachusetts State Building Code, 521 CMR Massachusetts Architectural Access Board Regulations, M.G.L. Chapter 40A Greenfield's Zoning regulations and other local ordinances related to buildings, land use, and vacant & foreclosing property ordinance; 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 City.

Interpret and enforce the provisions of 780 CMR MA State Building Code, State Residential Building Code for One & Two Family dwellings, 521 CMR MA Architectural Access Board (AAB) regulations, International Existing Building Code (IEBC), International Mechanical Code (IMC) International Energy Conservation Code (IECC) and MA Stretch Energy Code, and adopted and referenced National Fire Protection Association (NFPA) standards, and the applicable sections of MGL C40A, 111-139 and 148 NFPA 101 and, the City's zoning and vacant & foreclosing property regulations.

Receive applications, review construction documents, plans, and specifications. Issue permits for the erection, construction, reconstruction, alteration, repair, addition, demolition and moving of buildings and structures within the City to determine compliance with Massachusetts laws, regulations and City ordinances, relating to building, accessibility access, land use, and signage.

Perform field inspections of premises to verify that all permitted work is being performed in accordance with the approved plans and all applicable codes, laws and regulations. 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.

Issue and enforce written Cease & Desist Orders and Notice of Violations as necessary, enforce conditions imposed by the Zoning Board of Appeals orders of conditions, and Planning Board. File cases in Western Mass Division of Housing Court for enforcement of written orders. Typically the local Inspectors represent the City in cases filed in the court system. Issue Stop Work Orders for work being performed without required permits, providing false information on the permit application and other reasons in accordance with 780 CMR.

In the absence of the Building Commissioner, confers with builders, architects, engineers; property owners, and general public regarding construction requirements, application of the City's zoning rules and regulations, 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, to ensure all systems and equipment are installed and maintained in a safe, operable and sanitary condition.

Assist the Building Commissioner in conducting periodic inspections and certify existing buildings and structures or parts thereof in accordance with 780 CMR table. Annually inspect and certify all liquor establishments and other facilities and places of assembly as required.

Provide and maintain written inspection reports of the periodic inspections performed for the City and to owners and/or owners representative of these inspection(s), Local Inspector shall conduct follow-up inspections as necessary and issue Certificate of Inspection certificates.

Act on and respond to any inquiry concerning all areas of responsibilities; follow through in the enforcement of all laws and regulations including criminal prosecution.

Attend meetings of the ZBA, Planning Board, and other City organizations as needed.

**Minimum Qualifications:**

**Education and Experience:**

Minimum of five years of experience in the supervision of building construction or design or in the alternative a two year associate degree in a field related to building construction or design or any combination of education and experience. Must be certified by the Board of Building Regulations and Standards (BBRS) in accordance with the provisions of 780 CMR 110.R7 and the energy requirements imposed by M.G.L. 143, clause (p) of section 94. Shall be trained in the energy provisions as defined in 780 CMR 110.R7.3.1.1.

Local inspector shall be certified by the board of building regulations and standards in accordance with regulations promulgated by said board. An application shall be submitted to the BBRS as defined according to the 780 CMR 110.R7. A conditional appointee who is appointed as a local inspector shall attain a passing score as defined in 110.R7.2.3.2

Continuing Education requirements for maintenance of certification status as defined in 110.R7.3.1.

**Knowledge, Ability and Skill:**

Shall have a general knowledge of the quality and strength of building materials; requirements for building construction, fire prevention, light, ventilation, and safe exits; requirements of M.G.L. Ch. 22 § 13A; the rules and regulations pertaining to accessible design standards; and other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Thorough knowledge of MGL Ch. 143, CMR 780, State building code, local zoning ordinances, and other applicable codes, rules and regulations; working knowledge of principles and practices of building construction and inspection.

Thorough working knowledge of departmental functions and operations and the exercise of appropriate judgment and initiative, particularly in situations not clearly defined by precedent or established procedures; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS, Municipality and other database programs, computer hardware and software applications; ability to work on and prioritize several on-going tasks and must have good time management skills.

Ability to maintain accurate and detailed records and to prepare reports from same; 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.

**Physical Requirements:**

Moderate physical effort is required when conducting field inspections; Agility to access all areas of construction sites. Some physical effort needed moving in or about construction sites or over rough terrain and variations of heights; standing, walking, use hands to operate equipment, climb or balance, reach with hands and arms, kneel, crouch, or crawl; occasionally required to lift heavy objects and carrying them (up to 60 lbs); Potential exposure to severe weather conditions. Numerous safety hazards are encountered with on-site inspections including working around disturbed soil due to newly dug excavations; use of temporary supported structures such as stairways, floors, roofs, trash chutes, bar joists, newly placed concrete or steel walls, and pre-cast concrete structures; 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,

hand tools, power tools and operating a motor vehicle; specific vision requirements include reading documents for general understanding and analytical purposes such as reviewing maps and blueprints; 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:**

Must hold an unrestricted Massachusetts Construction Supervisor’s License, and must be certified or have prior approval from the BOCC or BBRS to obtain a certification as a “Local Inspector” as defined in 780 CMR 110.R7. A conditional extension to become certified may be petitioned as defined in 110.R7.1.7.4.1.

Must attend continuing education to maintain certification as Local Inspector per M.G.L. c. 143, § 3 and 780 CMR. Pursuant to 780 CMR 110.R7.3, certification status must be maintained by attaining at least forty-five (45) hours of continuing education credit acceptable to the BOCC for each three (3) year period following initial certification.

Requirements for Energy Code Training: Building officials shall be trained in the energy provisions of the 780 CMR every three years, corresponding with the adoption of the latest edition of the International Energy Conservation Code pursuant to M.G.L. c. 143, § 94 and policy of the BBRS.

Must successfully pass CORI/ SORI checks; must have a valid Class D Driver’s license; must have an acceptable driving record and be insurable under City’s policy; ability to attend occasional evening meetings as needed. Have the ability to respond to emergencies as needed to assist other departments and agencies.

(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/approved \_\_\_\_\_

\_\_\_\_\_ 1/25/2021 \_\_\_\_\_

Human Resources Director

Date Revision History: Initial 6.06, 1/09, 12/2020

S/approved \_\_\_\_\_  
Department Head

\_\_\_\_\_ S-Approved \_\_\_\_\_  
Mayor

[SSEA Review: \_\_\_\_]