

BUILDING INSPECTOR / ZONING ENFORCEMENT OFFICER

Job Description

Definition:

Responsible for the day-to-day operation of the Building Inspection and Zoning Enforcement office. Evaluates building and property development plans, assuring they comply with Zoning and other relevant codes, By-laws and laws. Makes field visits to project sites to confirm work is being done in accord with approved plans. Coordinates with plumbing, gas, and wiring inspectors, as well as Conservation Commission, Assessors, and various other Town Departments and personnel, as appropriate.

Supervision:

Appointed by the Board of Selectmen, and works under the direction of the Town Manager, with duties clearly defined by this Job Description and by Massachusetts General Laws.

Job Environment:

Works under typical office conditions, but has regular field work which may involve climbing ladders, crawling through small openings, and dealing with the noise, dirt, and rough conditions of job sites.

Has regular contact with all Town departments, the general public, State and Federal agencies, and various outside organizations, frequently requiring perceptiveness, tact and discretion.

Has access to department-related confidential information.

Essential Functions:

Performs highly responsible duties of a technical nature requiring considerable judgment in application, interpretation and enforcement of building, energy, fire and life safety codes, mechanical codes and other applicable regulations concerning public safety.

Examines plans submitted for new construction, renovations and alterations to assure compliance with all applicable building codes, statutes and zoning By-laws. Approves plans, safety and zoning requirements issues building, demolition, sign, fence, pool and woodstove/pellet stove permits.

Inspects new buildings, alterations and repairs during construction, and upon completion, for compliance with applicable codes. Issues Certificates of Occupancy. Performs periodic inspections of certain use groups as required in 780 CMR and issues Certificates of Inspection. Inspects existing buildings upon complaints for code and/or zoning violations. Enforces building code and zoning violations found during inspections. Responsible for violation notices. Responsible for compiling information needed to ensure compliance if District or Superior Courts need to be involved.

As Zoning Enforcement Officer, responsible for enforcing zoning violations, issuing violation notices and tickets. Responsible for compiling information needed to be used as evidence in District or Superior Courts to ensure compliance with zoning.

Answers questions for both homeowners and professionals in the building field. Researches and resolves difficult questions, works to find solutions amicable to all yet still meets or exceeds code requirements. Works hand-in-hand with the Fire Department (provides technical information, supervises planned required fire drills), Board of Health and Planning Board.

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Responsible for preparation and management of annual budget for the Building Department. Is responsible for correspondence and maintenance of department records and files.

Prepares reports, attends meetings as required or directed. Works to promote new methods of construction to the segment of the building community the office deals with.

Responsible for the design and implementation of computer generated forms, spread-sheets, programs to track inspections, permits, etc. Provides copies to Assessors office of appropriate plans, permits, and inspections on at least a monthly basis. Must turnover to the Town Treasurer all funds received on at least a monthly basis.

Applicable Qualifications:

Education:

Associates or BA degree preferred; minimum 10 years working as a contractor, with at least 3 in a position supervising staff and projects, interpreting plans and budgets, complying with permits and licenses. At least 3 years experience in an office setting, maintaining official records, dealing with the public or equivalent combination of education and experience. Responsible for attending continuing education classes, monthly district meetings and keeping abreast of the constant changes in the industry. Must have a Massachusetts Building Commissioner Certificate and a valid driver's license.

Knowledge, Ability, Skills:

Must possess knowledge of modern construction practices, methods, materials, and equipment as applied to the inspection of and examination of the design and construction of all sizes and classes of buildings. Ability to read blueprints and interpret plans.

Extensive knowledge of the zoning By-laws, state building codes, fire and life safety codes, mechanical codes, and energy code. Considerable knowledge of Massachusetts General Laws with emphasis on Chapters 143, Public Safety and Chapter 40A, zoning.

Knowledge of the legal procedures involved in the proper enforcement of building codes and zoning By-laws for the prosecution of violators.

Ability to plan, organize and coordinate all inspection services to insure inspections have been completed yet keeps the flow of work from being held-up.

Ability to enforce and interpret regulations firmly, tactfully and impartially. Ability to deal appropriately with general public and the building community.

Ability to detect poor workmanship, inferior materials and hazards to fire and collapse; ability to promote safety practices on the job site to prevent personnel injuries.

Ability to work independently, to provide flexibility where appropriate, and to make and stand-by final decisions.

Ability to maintain an effective and harmonious working relationship with other inspectors, the public and other town departments.