

## **ASSISTANT BUILDING INSPECTOR/ZONING ENFORCEMENT OFFICER**

### **Definition**

Technical and inspection work related to the enforcement and interpretation of the Massachusetts State Building Code, local zoning bylaw, and other applicable regulations; all other related work as required.

### **Supervision**

Works under the general direction of the Building Inspector.

Performs varied and detailed inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations.

### **Job Environment**

Some work is performed under typical office conditions; a significant portion of the work day may be spent outdoors, with exposure to various weather conditions and to the hazards associated with construction sites.

Operates an automobile, radio, standard office equipment, and specialized testing equipment.

Makes frequent contacts with the general public, other Town departments, members of the building community, and property owners.

Errors could result in delay and loss of service, damage to property, and endanger public safety.

### **Essential Functions**

*(The essential functions 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.)*

Assists the Building Inspector in the day-to-day administration of the department, and in the enforcement of the building code and zoning bylaws.

Receives applications and issues permits to construct, improve, move and demolish buildings and structures within the Town; reviews plans for conformance with building and zoning codes; issues permits for occupancy, signs after all requirements have been met; collects fees; maintains office files for all permits and related documents.

Responds to inquiries from property owners, contractors, banks, real estate firms and the general public; interprets building and zoning code provisions to applicants; explains department procedures

*Ayer, Massachusetts  
Assistant Building Inspector/Zoning Enforcement Officer*

and assists applicants in completing required forms.

Inspects buildings and alterations to buildings under construction and upon completion to monitor compliance with the state building code, zoning bylaw, and other pertinent state and local regulations.

Investigates complaints of alleged violations and takes appropriate action as required. Issues notices and orders to rectify illegal or unsafe conditions and performs follow-up. Appears in court to testify when necessary.

Receives and reviews plans for building construction or alteration to determine compliance; keeps records of all inspections performed and approved plans.

Discusses construction methods and materials with builders, architects, engineers and developers in order to ensure compliance.

Performs duties of the building inspector in his/her absence.

Performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school graduation; plus five years experience in the supervision of building construction or design; Associate's Degree in a field related to building construction or design preferred; or any equivalent combination of education and experience.

#### **Special Requirements**

Massachusetts Class D Motor Vehicle Operator's License required.

Massachusetts Construction Supervisor's License and State certification required.

#### **Knowledge, Ability and Skill**

*Knowledge.* Thorough knowledge of the materials and methods of building construction; thorough knowledge of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations, and bylaws. General knowledge of the accepted requirements for fire prevention, light, ventilation and safe egress; as well as general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure; plus whatever other requirements of experience and knowledge are deemed necessary by the Town, or State certification.

*Ability.* Ability to read and interpret blueprints, drawings and plans. Ability to prepare

necessary diagrams. Ability to read and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate inspection records and to prepare reports. Ability to communicate effectively in oral and written form.

*Skill.* Skill in all of the above listed tools and equipment.

#### **Physical Requirements**

Frequent light to moderate physical effort demanded in making inspections. Major portion of shift spent in the field. Frequently required to climb and reach. Must be able to access all levels at a construction site. May be required to walk and stand approximately six hours per day. Vision must be correctable to "normal" ranges. Must be able to distinguish colors and judge distances and spatial relationships.

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