

INSPECTOR OF BUILDINGS

Definition

Administrative, supervisory, and inspection work related to the enforcement and interpretation of the state building code, the local zoning bylaw and other applicable regulations; all other related work as required.

Supervision

Works under the policy direction of the Board of Selectmen and under the administrative direction of the Town Administrator

Work is accomplished in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws.

Performs varied and responsible functions of a technical nature, requiring considerable independent judgment in the application, interpretation, and enforcement of building codes, zoning bylaws and other applicable regulations.

Supervises five part-time employees.

Job Environment

Administrative work is performed under typical office conditions; frequent inspection work is conducted in the field, with exposure to various weather conditions and the hazardous conditions associated with construction sites.

Operates an automobile, computer and standard office equipment.

Makes frequent contacts requiring perceptiveness and discretion with the general public, Town departments and boards, members of the building community, property owners, and state, federal and local officials.

Errors in either technical application of recognized building procedures, or in the interpretation of related data could result in damage to property, endanger public safety, have financial and/or legal implications, and cause adverse public relations.

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.)

Enforces the provisions of the Massachusetts State Building Code and the Town Zoning Bylaw;

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Inspector of Buildings*

enforces the regulations and requirements of special permits issued by the zoning board of appeals, and all other applicable statutes, rules and regulations.

Manages the operations of the building department, including building, electrical, plumbing, gas, and zoning enforcement; reviews zoning and building requests; reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws and other applicable regulations.

Enforces all of the provisions of the basic code and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all Town buildings and structures, except as may otherwise be specifically provided for by statutory requirements.

Develops and executes administrative policies and procedures for all assigned functions of the department.

Prepares and enforces such rules and regulations as required by legislative authority for the proper exercise of the department's responsibilities.

Assigns, trains, and evaluates all departmental administrative and inspection personnel.

Acts as liaison with, and coordinates department activities with, other departments, agencies, and commissions where required.

Directs all departmental activities, including issuance of permits, notices, certificates, correspondence, stop-work orders, placards; maintains departmental records and court requests; investigates complaints of alleged violations and takes appropriate action.

Answers questions from the general public and building industry pertaining to building and zoning issues.

Prepares the annual department budget; oversees and monitors expenditures and the maintenance of associated records.

Testifies in court on board hearings related to zoning actions or enforcement taken by the department.

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

Recommended Minimum Qualifications

Education and Experience

High school graduation, supplemented by related vocational training, plus five years of

experience in the supervision of building construction or design; Bachelor's Degree in related field is highly desirable; or any equivalent combination of education and experience.

Special Requirements

Possession of a Massachusetts Class D motor vehicle operator's license.

Massachusetts Construction Supervisor's License and State Certification required.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the materials and methods of building construction and of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations. General knowledge of electrical, heating, refrigeration, and plumbing equipment and installation to make interpretations and to determine whether such plans conform with provisions of the applicable codes and acceptable construction practices. Thorough understanding of field inspection practices.

Ability: Ability to examine plans and specifications of new construction, mechanical equipment, and installations and to determine whether plans conform with provisions of the applicable codes and acceptable construction practices. Ability to read and interpret blueprints, drawings and plans. Ability to enforce regulations firmly, tactfully and impartially. Ability to deal appropriately with the general public and members of the building community. Ability to communicate effectively orally and in writing. Ability to delegate, assign and coordinate work through subordinates under his/her control and responsibility.

Skill: Skill in all of the above listed tools and equipment. Excellent customer service skills. Good writing skills.

Physical Requirements

This position requires frequent light to moderate physical effort while incumbent is performing inspections. Incumbent must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. While performing the duties of this position, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Performance of the essential functions may also require incumbent to climb or balance; stoop, kneel, crouch, or crawl; and smell. Frequently required to lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

(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.)