

ASSISTANT LOCAL BUILDING INSPECTOR

DEFINITION

Assists the Building and Zoning Enforcement officer with the 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.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as an illustration of the various type 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.

- Received building permit applications and conducts field inspections to issue permits to construct, improve, move and demolish buildings and structures within the town; reviews plan for conformance with the building and zoning codes; issues permits for building, occupancy, and signs after all requirements have been met.
- Enforces the applicable provisions of the Massachusetts State Building Code and the town zoning bylaw, and rules and regulations.
- 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 and assists applicants in completing required forms.
- Investigates violations of the building code and zoning bylaw and conducts follow-up actions; responds to the public's questions pertaining to permits, building codes and bylaws.
- Conducts periodic inspections of schools, restaurants, theaters, churches, places of assembly and apartment buildings, as required by statute.
- Meets with contractors, architects and engineers to conduct preliminary review of construction projects.
- Receives, reviews and approves plans for building construction or alteration to determine compliance; records all inspections performed.
- May issue stop orders to direct corrective action where work is found to be in violation of codes or non-conformance with permits or conditions; may be required to prosecute violators.
- Performs duties of the Building Inspector and Zoning Enforcement officer in his/her absence.
- Performs similar or related work as required or as situation dictates.
- Frequent contact with the public

SUPERVISION

Works under the general direction of the Building inspector and Zoning enforcement officer and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws; reviews all unusual problems or situations with the Building inspector prior to taking any required action.

ACCOUNTABILITY

Errors could be costly in terms of lower standards of inspection with ensuing conditions dangerous to public safety

KNOWLEDGE

Working knowledge of the materials and methods of building construction; working knowledge of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations, ordinance and bylaws. Such person shall have 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 that are deemed necessary by the municipality, State or National certification.

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.

EDUCATION AND EXPERIENCE

Five Years of experience in the supervision of building construction or design and zoning enforcement; or an Associate Degree in a related field; or equivalent combination of education and experience, in accordance with MGL c.143. Massachusetts certification as a local building inspector, 45 hours of continuing education credit during each three-year period. Valid Massachusetts motor vehicle operator's license.