

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

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| JOB TITLE: | Local Inspector | DATE: | March 2022 |
| DEPARTMENT: | Building | GRADE: | 5 |
| REPORTS TO: | Building Inspector/ Zoning Enforcement Officer | | |

DEFINITION

Responsible for performing technical inspection and administrative work for the Building Department, including review of building permit applications, field visits and inspections of commercial and residential buildings and systems, and issuance of permits, certificates of inspection and compliance and annual certifications.

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.

- Interpret and enforce the Massachusetts Building Code, AAB, and all other applicable rules, regulations and procedures governing the construction, alteration, repair, demolition, and replacement of all buildings and structures.
- Enforce the zoning by-laws and all other applicable rules and regulations governing zoning.
- Receive applications, review plans for code compliance, and issue building permits to construct, alter, repair, demolish, remodel buildings and structures, or to install pools, signs, wood stoves, and accessory structures.
- Perform field inspections; reviews work in progress as needed.
- Perform required annual inspections to places of public assembly.
- Advise contractors, homeowners, developers and business owners regarding codes and the permitting process.
- Investigate complaints from citizens regarding perceived violations of building codes and/or zoning by-laws and recommend appropriate actions if violations are found.
- Issue violation notices and stop work orders when a determination has been made that work does not comply with code.
- Coordinate new construction approvals with various town departments.
- Perform similar or related work as required.

SUPERVISION RECEIVED

Under general direction, the employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly.

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Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

Associate degree or equivalent in building construction or design or related field and three to five years of relevant experience, or any equivalent combination of education and experience. Valid Massachusetts Driver's license required. Massachusetts Construction Supervisors License and certification as a Local Inspector required within 18 months of hire.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of building and construction practices, techniques, and equipment, and principles of egress, fire prevention, strength of materials, ventilation, solid fuel burning appliances and soils conditions; knowledge of the Massachusetts State Building Code and other applicable rules, local zoning bylaws, electric, gas, plumbing and sanitary codes, regulations and laws governing building construction practices, including those of the Massachusetts Architectural Access Board; Knowledge of MGL 40A, local zoning and subdivision control laws.

Ability: Ability to enforce code requirements and related 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 understand court procedures as related to building and zoning issues. Ability to prepare and maintain department budgets; ability to oversee the operations of a multi-service department. Ability to read and interpret plans, drawings and specifications. Ability to read and interpret code and other legal requirements, technical, materials, and construction specifications, plans, and zoning maps. Familiarity with word processing, spreadsheet, database and specialized application software.

Skill: Management and supervisory skills with public relations skills. Organizational skills, computer skills.

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WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Administrative work is conducted in an office setting, involving sitting, with intermittent periods of crouching, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

Motor Skills: Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills: Visual demands require routinely reading documents including blueprints and plans for general understanding and analytical purposes.