

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Inspector—Local Building	DATE:	March 2005
DEPARTMENT:	Buildings	GRADE:	D
REPORTS TO:	Inspector of Buildings/Zoning Enforcement Officer		

SUMMARY

Responsible for reviewing plans and inspecting buildings in compliance with the provisions of Massachusetts statutory regulations, local building codes, and zoning regulations; enforces code provisions.

ESSENTIAL FUNCTIONS

Review plans for compliance to state and local building codes and regulations, zoning codes and by-laws.

Review building permit applications. Issue permits and collect fees.

Conduct field inspections; reviews work in progress, as needed.

Investigate complaints and violations.

Advise contractors, homeowners and business owners regarding codes and the permitting process.

Maintain all necessary records regarding applications, permits, and violations.

SECONDARY RESPONSIBILITIES

- Recommend fees, and service charges.
- Attend meetings and hearings, as necessary.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires an Associate's degree in a field related to building construction or design, and minimum of 5 years experience in the supervision of building construction or design, or any equivalent combination of education and experience. Requires a Construction Supervisor license and certification by the BBRS. Requires certification as a "Local Inspector".

Requires a valid Massachusetts Class D Motor Vehicle License.

Minimum Knowledge, Skills and Abilities

Requires a thorough knowledge of building construction and inspection including technical knowledge of all major types of building construction materials, methods, and stages of construction. Requires demonstrated

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ability to read and interpret building and site plans, specifications and blueprints. General knowledge of accepted requirements for fire prevention, light, ventilation, and safe egress.

Requires ability to interpret and enforce regulations with tact and impartiality. Effective written and oral communication skills

Knowledge Proficiency

In order to be considered proficient in this position, the employee must demonstrate:

- advanced knowledge of inspection services,
- working knowledge of planning and zoning, town by-laws, and geographic information system,
- solid understanding of Town geography, streets and numbering system,
- basic knowledge of the functions and operations of other Town departments, with working knowledge of licensing, accounting and collections, engineering, Town Clerk and Treasurer's offices.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment, and operate a two-way radio for field communication. The employee is required to operate a Class D motorized vehicle motor vehicle.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, sit, and stand. Occasionally the employee must climb, balance and walk. The employee must occasionally lift and/or move up to 30 pounds.

The employee must have good vision to drive, view plans and blueprints. Requires the application of manual dexterity in combination with eye-hand coordination to use hand tools and perform basic keyboarding.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Work is performed with some exposure to dust and dirt at construction sites. Occasionally, a portion of the work is performed in confined, cramped quarters.