

Town of Sturbridge
Job Description

Job Title: Building Inspector / Zoning Enforcement Officer

Department: Building/Zoning

Reports To: Town Administrator

FLSA Status: Exempt

Prepared By: Nelson Burlingame

Prepared Date: September 17, 2014

Approved By: Personnel Committee

Approved Date: December 17, 2014

Approved By: Board of Selectmen

Approved Date: August 7, 2017

Grade: 11

Summary

Administrative, technical, and supervisory work related to the enforcement and interpretation of the State building code, the local Zoning bylaw and other applicable laws, bylaws, codes or regulations and all other related work as required.

Essential Duties and Responsibilities

Reviews plans for building construction, alterations, or any designated structures, and coordinates with appropriate boards as necessary to determine compliance with building and zoning bylaws and Board of Health or other relevant rules, conditions or stipulations; issues building permits, calculates and collects fees, and supervises the maintenance of associated records.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans; issues Certificates of Occupancy when appropriate.

Confers with builders, architects, engineers, property owners and general public regarding construction requirements, application of the zoning and conservation commission rules and regulations, site plans and other related matters, assists the general public in submitting applications for building permits.

Inspects all public and private meeting locations and defined business establishments as required in conformance with statute, code and local bylaws.

Reviews site plans and zoning submittals for all buildings and additions; prepares comments related to the building code, Architectural Access Board and local zoning bylaw regulations to the appropriate board or commission.

Investigates complaints of alleged code and wetlands violations, as well as any such violations as may become aware to the Inspector through the regular course of his business, and takes appropriate action, such as issuance of cease and desist orders or the filing of non-criminal complaints in District Court; confers with town counsel as required.

Supervisory Responsibilities

Directly supervises one office Administrative Assistant and two licensed inspectors as needed. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Ability to establish and maintain effective working relationships with co-workers, town officials and general public. Ability to make appropriate managerial decisions. Ability to maintain accurate records. Ability to manage several projects at one time. Must possess excellent interpersonal skills and the ability to communicate effectively orally and in writing.

Education and/or Experience

A Bachelor's degree in a field related to building construction and/or design; or at least five years of experience in supervision of building construction or design, or any combination of education and experience. General knowledge of the accepted requirements for building construction, fire prevention, lighting, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.

Computer Skills

Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, and department specific software applications. Ability to manage a computerized permitting system.

Certificates, Licenses, Registrations

Requires an unrestricted Massachusetts Construction Supervisor's License. At a minimum, must be certified as a Local Inspector and must be able to obtain certification as a Building Commissioner or Inspector of Buildings within 18 months of hire. Requires a valid Massachusetts Class D Driver's License

Other Skills and Abilities

Requires skill in the use of equipment such as cameras, noise and light meters and other measuring instruments.

Thorough knowledge of the materials and methods used in building construction, and of the Massachusetts State Building Code, local zoning bylaws, knowledge of Board of Health and Conservation Regulations and applicable provisions of Massachusetts General Laws; working knowledge of supervisory and personnel practices.

Other Qualifications

The Building Commissioner shall be certified by the BBRS in accordance with the provisions of 780 CMR R7, the rules and regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors; must be thoroughly knowledgeable on the state Architectural Access Board's latest rules and regulations

Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of construction site. Some physical effort is needed to work over rough and uneven terrain. Occasionally exposed to weather extremes when in the field. The employee is frequently required to walk, stand, use hands to handle, finger, feel or operate objects, tools, or controls and reach with hands and arms. Occasionally required to climb, stoop, kneel, crouch, smell, and carry/lift objects (normally no more than 25 pounds), and may be exposed to fumes/dust, and cramped and confined quarters in the field.

Specific vision requirements include close vision, distance vision, color vision, depth perception and the ability to adjust focus in order to read schematics, blueprints, maps, general correspondence and drive a vehicle. Requires hand-eye coordination to operate a keyboard and standard office equipment at efficient speed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Revised: Jan