TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 604-4302

JOB POSTING

POSITION AVAILABLE: Local Building Inspector – PT (20 hours) (Building Department)

QUALIFICATIONS: The Local Building Inspector shall have the same required qualifications as the Building Commissioner. At least five years of experience in the supervision of building construction or design is required. In the alternative a four year undergraduate degree in a field related to building construction or design, or any combination of education or experience which would confer equivalent knowledge and ability, as determined by the Board of Building Regulations and Standards. In addition, the Local Building Inspector shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress, as well as the general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure.

The Local Building Inspector shall be certified by the Board of Building Regulations and Standards in accordance with the provisions of 780 CMR 110. R-7, the Rules and Regulations for the certification of inspectors of buildings, building commissioners and local inspectors.

Specific job qualifications are listed in the job description attached.

HOURS: Part-time 20 hour position to serve at the direction of the Building Commissioner.

SALARY RANGE: $25.32

BENEFITS: Paid sick leave, vacation and contributory health, dental and life insurance.

POSTING DATES: From: December 11, 2015
To: Until Filled

TYPE OF POSTING: Open

Applications may be obtained on the Town of Tewksbury website at www.tewksbury-ma.gov or at the Human Resources office Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

LOCAL BUILDING INSPECTOR (20 HOURS) **TEWKSBURY, MA**

Position Purpose:

Responsible for enforcing all construction and related codes; performs administrative duties and manages the issuance of permits and collection fees of the department as directed by the Commissioner; maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

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 all of the provisions of 780 CMR: Mass State Building Code, 521 CMR: Architectural Access Board, Tewksbury Zoning by Laws and any other relevant state statutes, rules and regulations, ordinances or bylaws.
- Acts on any question relative to the mode or manner of construction, reconstruction, alteration, repair, removal, installation of equipment and the location, use occupancy and maintenance of all buildings and structures, except as otherwise specifically provided for in 780 CMR 109.0.
- Receives all applications, examines and approves plans and specifications; issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures; inspects premises that have been issued permits to enforce compliance.
- Inspects and certifies buildings and structures periodically in accordance with Mass State Building Code.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:
Advanced Technical Degree; 5 years experience in construction supervision or any equivalent combination of education and experience. Possession of a valid motor vehicle operator's license. Certified by the Board of Building Regulations and Standards in accordance with the provisions of 780 CMR 110.R-7.

Knowledge, Ability and Skill:
Knowledge: General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Knowledge of federal, state and local laws, by-laws, rules and regulations and policies governing the construction of buildings and developments.

Ability: Ability to establish and maintain working relationships with organizations, departments and officials. Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to operate standard office equipment and a motor vehicle. Ability to understand complex documents and respond to sensitive inquiries or complaints. Ability to read building plans and documents and to determine whether the plans and documents are in compliance with federal, state and town laws, by-laws, rules and regulations, and policies governing the plans and documents.

Skill: Excellent written and verbal communication skills. Proficient interpersonal and problem-solving skills. Report writing skills. Excellent organizational skills. Basic skill in the use of computers, Adobe and Microsoft Word; highly skilled in the use of CAD drawings.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, smell and hear; stoop, kneel, climb, balance, crouch or crawl; use hands to finger, handle or feel; feel vibration. Must have good stamina and not tire easily. Good vision to distinguish printed data and view computer screens. May be required to lift at least 30 lbs. normally less.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Work is performed under the direction of the Building Commissioner.

Supervision Given: None given.

Job Environment:

- Work is performed under varying conditions; spends a significant portion of work hours outdoors, exposed to various weather conditions; may work in high precarious places or be exposed to risks related to working near moving mechanical parts. Noise is moderate to loud.
- Operates computer, telephone, facsimile machine, copier and other standard office equipment.
- Employee has frequent contact with the general public, town departments, town officials, Board of Selectmen and other Town boards, commissions and committees, contractors, architects and engineers. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in injury to the employee or others, delays or loss in service, damages to buildings or equipment and legal or financial repercussions for the Town.

(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.)