

JOB TITLE: Building Inspector/Commissioner
DEPARTMENT: Building Inspection

GRADE: P-33
DATE: December 2011

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Administrative, supervisory, inspectional and technical work of a highly responsible nature related to the interpretation and enforcement of the state building code, the local zoning by-laws and other applicable regulations, which include but are not limited to electric, gas and plumbing codes; related work as required.

SUPERVISION:

Works under the administrative direction of the Town Administrator, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Employee is accountable for the direction and success of programs accomplished through others. The commissioner is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The commissioner typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

DISTINGUISHING CHARACTERISTICS:

1. Performs variety of highly responsible, complex technical duties requiring considerable independent judgement in the application, interpretation and enforcement of building codes, zoning by-laws and other applicable regulations.
2. Performs complex work governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and problems.
3. Performs varied and responsible duties requiring frequent interaction with town officials, numerous departments, design, construction and legal professionals, state agencies and agents, members of the building community, the general public and their agents; interaction requires both comprehensive technical knowledge and high level of

tact to obtain or to furnish information, to explain regulations, standards, etc., to achieve assistance, support, acceptance and/or enforcement.

4. Work involves direct supervision over a group of technical and support employees, responsible for developing work methods, assigning work, solving work problems, reviewing work of subordinates and maintaining work schedule.
5. Errors could be costly in terms of lower standards of inspection with ensuing conditions dangerous to public safety or public health, of excessive costs, of negative legal repercussions, of failure to maintain desired standards, and of loss of public credibility and confidence.
6. Work is performed under office conditions and in the field with frequent exposure to all weather conditions and the risk of potential injuries.
7. Work may be performed indoors or in the field, requiring continuous standing and walking and occasional strenuous positions.
8. Exercises supervision over support staff and administrative direction over technical/professional staff.
9. Has access to department related confidential information.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to

1. Enforces the provisions of the Massachusetts State Building Code, applicable Town By-Laws, Zoning By-Laws, Department of Environmental Protection Regulations, Flood Plain Regulations, requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board and the Rules and regulations of the Architectural Access Board.
2. Reviews plans for building construction or alteration to determine compliance with the State Building Code, the Rules and Regulations of the Architectural Access Board, the Americans with Disabilities Act (ADA) local zoning/town by-laws, and other applicable regulations; participates in the plan review process with various boards/committees/commissions, interacts with all development boards providing guidance and assistance and attending relevant meetings and/or hearings to assist with information and/or resolution of issues when required.
3. Inspects new buildings and alterations to buildings under construction and upon completion to monitor compliance with code requirements and approved plans; annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, etc. for compliance with health and safety requirements; coordinates inspection and enforcement work with Fire Department and Board of Health.
4. Issues certificates of inspection, certificates of occupancy notices, notice of violations and stop orders;
5. Issues building permits, maintains all required, associated and/or directed reports, logs and inspection records, maintaining completeness of all files and reports; oversees collection of fees for inspections.
6. Accepts and processes limited site plan approval applications and decisions on new building or additions of less than 2,500 square feet in a timely manner, while ensuring compliance with all rules and regulations of the Town of Walpole Zoning By-Laws;

works with Town Planner, Town Engineer and other Town staff, committees, etc. on cooperative, coordinated basis.

7. Investigates all complaints pertaining to the construction and use or occupancy of all buildings and complaints of alleged zoning violations; takes appropriate enforcement action including issuance of all necessary notices, orders and/or filings when complaints are verified; prepares documents and all evidence to be used at District and Superior Courts; appears as witness at hearings, sessions, etc.
8. Acts on any question relating to mode or manner of construction and the materials to be used, and the location, use, occupancy and maintenance of all buildings and structures.
9. Responds to inquiries from property owners, banks, attorneys, real estate firms, surveyors, architects, engineers, town officials and the general public; explains building code regulations and by-law provisions.
10. Supervises and coordinates all inspection services pertaining to construction or alteration of buildings in the Town: supervises day-to day operations of the department, monitors workflow, assigns staff to projects, evaluates staff efforts, assists staff in answering questions and responds to inquiries referred by staff, i.e. difficult, problematic and/or unusual issues.
11. Prepares, presents, administers and monitors department budget.
12. Maintains up-to-date knowledge and education relative to building codes, local by-laws, enforcement regulations, etc.
13. Functions as a member of the town-wide administrative management team to ensure effective and efficient municipal operations and service delivery.
14. Serves as the Town's ADA (American Disabilities Act) Coordinator.

DESIRABLE QUALIFICATIONS:

Education and Experience: College Degree comparable to a Master Apprentice knowledge of construction trades with at least five (5) years of experience in the supervision of building construction or design.

Knowledge, Abilities and Skills: Thorough knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Ability to enforce and interpret regulations such as the State Building Code, the State Sanitary Code and the Local Zoning By-Law firmly, tactfully and impartially; ability to analyze problems, prepare technical reports and formulate recommendations; skilled in communications, both written and verbal, in order to articulate opinions, rationale, and recommendations in judicious, knowledgeable and confident manner to supervisors, employees, the general public and external agencies. Knowledge of American's with Disabilities Act (ADA) and its application. Knowledge and application of guidelines of Architectural Access Board and Mass Office of Disabilities,

SPECIAL REQUIREMENTS:

Must possess state supervisory construction license.

Must possess certification as a Building Inspector/Commissioner or be able to attain certification within eighteen (18) months.

Possession of a valid state drivers license issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and permitting software; motor vehicle (light truck); calculator; telephone; portable radio; various hand tools and electrical testing equipment.

PHYSICAL DEMANDS

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.

Moderate physical effort is required to perform inspection/enforcement elements of position.

Work is performed in office, inside and outdoor environments, with frequent visits to construction/renovation sites.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; talk or hear. The employee is required to sit and occasionally to frequently to climb (including fire department ladder truck) or balance, bend, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision (up to 20 feet or more clearly), color vision, peripheral vision, depth perception, the ability to adjust focus, and to judge distance and spatial relationships.

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.

Work is performed in both typical office conditions and outdoors under all weather conditions and every condition along the continuum. Occasional to frequent exposure to hazards associated with construction sites and potential for accidents., occasionally working near moving mechanical parts, in high, precarious places and exposed to wet and/or humid conditions or airborne particles with some risk of electric shock.

The noise level in the work environment is usually quiet in the office, and moderate to extremely loud in the field with multiple activities ongoing and the associated noise.

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