

**JOB TITLE: Deputy Building/Local Inspector**  
**DEPARTMENT: Building Inspection**

**GRADE: H-14**  
**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 and technical work in connection with the interpretation and enforcement of the building, electric, gas and plumbing codes and of the zoning by-law; related work as required.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Building Commissioner or designee.

**SUPERVISION EXERCISED:**

Exercises supervision over the clerical staff and Inspectors in the absence of the Building Inspector and designee.

**DISTINGUISHING CHARACTERISTICS:**

1. Ability to perform complicated work at a professional level and to make major decisions without consulting a superior unless major changes are involved.
2. Performs complex work governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and problems.
3. Work involves public contacts, requiring technical knowledge and tact to obtain or to furnish information on matters of policy; to explain a municipal project or program to obtain assistance, support or acceptance; or to provide technical or related assistance.
4. Errors could be costly in terms of lower standards of inspection with ensuing conditions dangerous to public safety or public health with possibility of litigation.

**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. Examines plans for building construction or alteration for compliance with the State Building Code, the Rules and Regulations of the Architectural Barriers Board, the National Fire Code, and the Walpole Zoning By-Laws; issues building permits; collects and accounts for prescribed fees.
2. Act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings or structures.
3. Investigates all complaints pertaining to the construction and use of occupancy of all buildings.
4. Annually inspects places of public assembly such as schools, churches, lodging houses and nursing homes and issues certificates of inspection or issues orders to correct illegal or unsafe conditions.
5. Inspects residential and other buildings when vacated and certifies for re-occupancy.
6. Assists in resolution of problematic issues and/or rectification of errors.

**DESIRABLE QUALIFICATIONS:**

**Education and Experience:** High school graduate or GED with at least five (5) years of experience in the supervision of building construction or design, or in the alternative a two (2) year undergraduate degree in a field related to building construction or design. Ability to deal with public with courtesy and respect.

**Knowledge, Abilities and Skills:** General 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.

**SPECIAL REQUIREMENT:**

Must possess certification as a local inspector or gain certification within 18 months from appointment. A valid state driver's license issued by an authorized department of motor vehicles. Possess personal vehicle for use on the job.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and permitting software; motor vehicle; 10 key calculator; telephone; portable radio; various hand tools and electrical testing equipment; vehicle.

**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. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction 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 occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Revised: August 1997

Revised: August 2000

Revised: October 2005

Revised: December 2011