

**TITLE** LOCAL BUILDING INSPECTOR  
**LEVEL:** GRADE 12 \$16.89/hr - \$25.86/hr  
**DEPARTMENT:** INSPECTIONAL SERVICES

**FUNCTION:** Performs a variety of routine and complex technical work in building inspection, work plan review and zoning enforcement to insure that the Massachusetts Building Code and other related codes and standards are met.

**SUPERVISION RECEIVED:** General supervision from Director of Inspectional Services or his/her designee.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Inspector of Buildings and Local Building Inspectors shall enforce all of the provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. The building official shall 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 and structures, except as otherwise specifically provided for by statutory requirements or as provided for in 780 CMR 120.1

Maintains accurate records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

**PERIPHERAL DUTIES:** Receives applications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal, or change in use or occupancy of buildings and structures; inspects the premises for which such permits have been issued and enforces compliance with the provisions of 780 CMR.

Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Assists the Board of Appeals as needed, and provides required information. Reviews proposed subdivisions for code/zoning compliance. Performs the duties of a plans examiner.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Graduation from a standard high school or GED equivalent, and in accordance with the provision of M.G.L. C. 143, section 3, each Local Building Inspector shall have at least five years of experience in the

supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS.

**Necessary Skills, Knowledge and Abilities:**

Employee shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essentials for safety, comfort and convenience of the occupants of a building or structure.

Must 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 preferred; or the ability to obtain certification within eighteen months of appointment.

Municipalities may require additional qualifications or experience as are deemed necessary.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

**TOOLS AND EQUIPMENT USED:** Personal computer, including Microsoft Word and Excel; motor vehicle; 10-key calculator; portable radio; telephone; ladder or scaffolding; tape measure; fax and copy machines, etc.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion requiring the ability to lift, carry and position heavy objects up to 25 pounds, and occasionally lift and/or move up to 100 pounds, utilizing the proper body mechanics and techniques; operation of equipment that causes loud noise levels and high vibrations. Exercises caution when operating equipment or handling chemicals or other toxic materials. Utilizes proper sanitary precautions when handling trash, garbage and other potential hazards

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above 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.

The 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.