

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Local Building Inspector

Department: Building

Appointing Authority: Town Administrator

Affiliation: AFSCME

Grade: G-6

Personnel Board Approved: ---

Personnel Board Revised: 6/22/05 **

Effective Date: 7/1/04

Summary of Duties

Enforces the provisions of 780 CMR - Massachusetts State Building Code, the provisions of MGL Ch. 40A and 40B, Town of Wayland By-laws and Zoning By-Laws, and all applicable federal, state and local rules and regulations; assists in the general administration of the Building Department.

Supervision Received

Supervised directly by the Building Commissioner.

Supervision Exercised

May supervise department employees in the absence of the Building Commissioner.

Job Environment

Majority of inspection work is conducted in the field with exposure to various weather conditions and the hazardous conditions associated with construction sites.

Operates an automobile, computer and standard office equipment. Uses hand tools, light meter, decibel meter and all tools related to inspection when conducting field work.

Makes constant contacts with the general public, requiring perceptiveness and discretion, State, national and regional Public Safety officials, Town departments and boards,

members of the building community, property owners, attorneys, developers, engineers, architects and local officials. Contact is made orally and in writing.

Has access to Department-related confidential information including personal information about citizens' property.

Errors in either technical application of recognized building procedures, or in the interpretation of related data could result in damage to property, personal injury, endanger public safety, have financial and/or legal implications, and cause adverse public relations.

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 provisions of the State Building Code and any other applicable state and local statutes, rules, regulations or By-Laws; maintains proper records of all inspections and daily reports.

Acts as the Town's Zoning Enforcement Officer under Chapter 40A of the General Laws of Massachusetts, enforces the Zoning By-Laws of the Town of Wayland with the advice and assistance of Town Counsel and under the direct supervision of the Building Commissioner.

Responds and investigates complaints and concerns of the public regarding potential Zoning or Building Code violations.

Assists in the general administration of the Building Department including, but not limited to maintenance of files for plans, permits and zoning activities; reviews plans, field inspections and any other documents or duties as assigned by the Building Commissioner.

Reviews selected plans and specifications involved in the issuance of building permits, as required by the Massachusetts State Building Code; reviews plans and specifications for compliance with local zoning bylaws; inspects all work for compliance with approved plans.

Inspects selected public schools, public buildings, restaurants, churches, theaters, places of assembly, public swimming pools, and multi-family residences.

Inspects all new buildings and alterations to buildings under construction and upon completion for conformity with structural requirements, approved plans and zoning restrictions.

Performs varied and responsible functions of a complex and technical nature requiring independent judgment in the application, interpretation and enforcement of all applicable federal state and local rules and regulations.

Meets discusses and advises applicants as to compliance with permit applications, plan review, zoning issues and inspections.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

High School diploma; Associate's Degree preferred.

Experience:

In accordance with M.G.L. Chapter 143 Section 3, at least five (5) years experience in the supervision of building construction or design.

Substitutions:

In accordance with M.G.L. Chapter 143 Section 3, a two (2) year Associate's Degree in a field in a field related to building construction or design.

Licenses/Certificates:

Upon appointment, pursuant to MGL Ch. 143 S. 3 and 780 CMR-7, must be certified by the Board of Building Regulations and Standards (BBRS) in accordance with regulations promulgated by said Board and maintain forty-five (45) hours of continuing education credit every three (3) years.

Must possess a valid driver's license to operate a motor vehicle.

Knowledge, Abilities and Skills:

General knowledge of accepted requirements for building construction, fire prevention, light, 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;

General knowledge of building construction equipment and materials, State building code, local zoning By-laws and other State statutes, rules and regulations that may apply.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain detailed, complete and accurate records.

Excellent communication skills; ability to communicate effectively, both orally and in writing.

Ability to read and interpret blueprints, drawings, plans, specifications, engineering calculations, terminology and mathematical concepts.

Ability to understand court procedures as related to building and zoning issues.

Ability to enforce regulations firmly, tactfully and impartially.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Ability to maintain the confidentiality of information.

Ability to convey technical information to citizens.

Ability to operate a motor vehicle.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Excellent organizational skills.

Skill in the operation of all required tools and equipment.

Physical Requirements

This position requires frequent light to moderate physical effort while performing inspections; must be able to access all areas and levels of a construction site; frequently required to spend several hours walking or standing. While performing the duties of the position, the incumbent is regularly required to use hands and fingers; handle feel and/or operate objects, tools or controls and reach with arms and hands. The position is frequently required to sit, talk or listen. Performance of the essential functions may also require the incumbent to climb, balance, stoop, kneel, crouch, crawl or smell. Occasionally may be required to lift and/or move up to thirty (30) pounds. Vision requirements include close vision, distance vision, color vision, depth perception and adjustment of focus. Sufficient abilities to engage in verbal and written communications.

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.

**** This job description was reviewed and revised on 2/4/04 for all the aforementioned components with the exception of Physical Requirements. Physical Requirements will be revised under a separate review.**