

TITLE: DEPUTY INSPECTOR OF BUILDINGS
LEVEL: M-10 \$57,596 - \$70,255
DEPARTMENT: INSPECTIONAL SERVICES

FUNCTION: Performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing building and related codes.

SUPERVISION RECEIVED: Works under the general supervision of the Building Commissioner.

SUPERVISION EXERCISED: Exercises supervision over Building Inspectors, Plumbing and Gas Fitting Inspectors, support staff and other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Must possess the qualifications set forth in MGL Ch. 143 Section 3.

Ensures and enforces that State and City building and zoning codes are being maintained in order to ensure public safety.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Reviews plans and permits, and makes necessary corrections.

In the interest of public safety or in case of danger, the Deputy Inspector of Buildings may temporarily cease work, and/or close sidewalks or streets adjacent to said building.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official programs, policies and procedures to staff and the general public.

Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

Performs or assists subordinates in performing duties; accompanies Building Inspectors to inspections, serving as an advisor.

Prepares a variety of studies, reports and related information for decision-making purposes. Responsible for keeping a record of the business of the Building Division of the Inspectional Services Department and reports building information to the Commissioner of Inspectional Services. Said information shall be included in the Inspectional Services Department's annual report.

Enforces a variety of codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, filling, zoning, etc. Issues correction notices and citations.

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

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.

Researches problems and complaints regarding commercial and residential buildings, building construction, erection or alteration and code compliance. Responds to complex and sensitive building issues.

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

Administers the permitting function through the View Permit Program, including application, fee assessment and collection, permit issuance, inspection and occupancy.

Coordinates plan reviews, inspections and enforcement actions. Coordinates and assigns repair work for various City-owned buildings and structures.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

PERIPHERAL DUTIES: Reviews proposed subdivisions for code compliance. Performs the duties of a plans examiner or inspector, as needed.

DESIRED MINIMUM QUALIFICATIONS:

Experience: Position requires seven to ten years of construction and supervisory experience, supervision of building construction or design, or a four-year undergraduate degree in a field related to building construction or design; or any equivalent combination of education and experience. See Special Requirements.

Basic Knowledge: Duties require a thorough knowledge of materials and methods used in building construction and building, electric, gas, plumbing and sanitary codes, zoning by-laws and planning, conservation and historic matters equivalent to a Bachelor's degree in Engineering.

1. Skill in the operation of the listed tools and equipment. Ability to establish effective working relationships with contractors, developers, architects, engineers, owners and the general public. Ability to read and understand complicated plans and blueprints. Ability to communicate effectively orally and in writing;

SPECIAL REQUIREMENTS: Certification by the MA Board of Building Regulations and Standards in accordance with the provisions of 780 CMR 7. One or more I.C.C. certifications, including, but not limited to, plans examiner, combination inspector, or local building inspector. Possession of a valid Massachusetts driver's license with good driving record. Subject to CORI (Criminal Offender Record Investigation) background check.

TOOLS AND EQUIPMENT USED: Personal computer, tablet, motor vehicle, portable radio, telephone, ladder or scaffolding, tape measure.

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.

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. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance 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. Work is performed in office settings and outdoor work is required in the inspection of various land use developments, construction sites.

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 risk of electrical shock.

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

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.