

**TITLE** LOCAL BUILDING INSPECTOR  
**LEVEL:** GRADE 12 \$16.89hr - \$25.86hr (Vacant Building Fund)  
**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 Commissioner of Buildings 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 104. 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. 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.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations. Complete reports describing the nature and extent of violations and maintains a comprehensive database of all properties deemed abandoned in accordance with the Abandoned Building Registry Ordinance. For properties identified for the Attorney General Receivership Program shall undertake a more comprehensive review of all safety, health and code violations on the interior and exterior of selected properties. Prepares written reports citing specific violations in accordance with local/State building and health codes that will be utilized to present to the New Bedford Housing Court.

## **QUALIFICATIONS:**

### **Education and Experience:**

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 possess the general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Certification 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 Ability to obtain certification within eighteen (18) months of appointment (if not currently certified). 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 word processing and permitting software; 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. May spend sustained periods at a terminal or on the telephone. Occasional exposure to chemical and biological hazards requiring exercise of proper safety precautions

**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.