

Town of Natick Job Description

Position Title:	Local Building Inspector	Grade Level:	3
Department	Community Development	FLSA Status	Exempt
Reports to:	Building Commissioner		

Statement of Duties:

~~The Local Building Inspector is responsible for professional, technical, administrative, and inspection work related to Administration and inspection of work related to~~ building applications and plan reviews, as well as enforcement and interpretation of the State Building Code, Massachusetts General Laws (MGL), Code of Massachusetts Regulations, Architectural Access Board, ~~s~~Specialized Codes codes and ~~Reference-reference~~ Standards standards, local zoning by-law, and other applicable regulations.

Supervision Required:

~~The Local Building Inspector works under the general direction of the Building Commissioner, and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws; reviews all unusual problems or situations with the Commissioner prior to taking any required action. The work conducted by the Local Building Inspector is independent when in the field. Employee does not supervise others, except on the occasions when he is called upon to fill in for superior, but there is a great deal of coordination necessary with other inspectors and office staff.~~

Supervisory Responsibility:

~~The Local Building Inspector does not require the regular supervision of employees. In the absence of the Building Commissioner and the Senior Building Official, the Building Commissioner will designate the Local Building Inspector as the Acting Building Commissioner. As the Acting Building Commissioner, the Local Building Inspector shall assume all roles and responsibilities until the return of the Building Commissioner and the Senior Building Official.~~

~~Employee is responsible to and receives general supervision and guidance from the Building Commissioner. Control is mainly in the nature of policies, coordination with other work units, and budgetary restrictions. Most work is carried out with a high degree of independence and Employee is expected to resolve conflicts as they arise. Results of work are normally accepted without change. State and local building and zoning codes along with Massachusetts General Laws and all pertinent regulations must be observed and followed.~~

Accountability:

~~The Local Building Inspector must be ethically responsible for their work. An error and/or omission in documentation, improper review of job site work, and poor interpretation and implementation of the State Building Code, Massachusetts General Laws, Code of~~

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Massachusetts Regulations, Architectural Access Board, specialized codes and reference standards, local zoning by-law, and other applicable regulations in this filed could result in missed deadlines, monetary loss, legal repercussions, delay of service delivery. ~~as well as adverse public relations.~~

Judgment:

Numerous standardized practices and procedures govern the work. ~~In some cases,~~ they require additional interpretation, examination, analysis, evaluation, an. Judgment is used in analyzing specific situations to determine appropriate actions. Individual judgment, professional knowledge, and experience are required to select the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity:

~~The Work responsibilities of the Local Building Inspector are technical in nature, since Employee~~ The Local Building Inspector must thoroughly comprehend the intent and wording of the State Building Code, Massachusetts General Laws, Code of Massachusetts Regulations, Architectural Access Board, Specialized Codes and Reference Standards, local zoning by-laws, and other applicable regulations while being state and local laws and codes and be able to provide interpretations interpret and of them, apply ing them such information to real situations and conditions. ~~Assignments are extensive,~~ and Employee the Local Building Inspector is expected to assess new techniques and be able to deal with them effectively.

Confidentiality:

The Local Building Inspector has access to confidential information obtained during the performance of the regular duties of the position. Such information shall remain confidential.

~~Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.~~

Work Environment:

- The work of the Local Building Inspector is performed in an office ~~A great deal of this work calls for Employee,~~ while most of the work is performed in the field on construction sites.
- While on a construction site, the Local Building Inspector may be exposed to variable weather conditions, loud noises, and hazards associated with construction sites, including exposure to potentially dangerous materials.

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- The workload of the Local Building Inspector fluctuates according to construction activity and other events. ~~to be in the field, working under all types of weather conditions.~~
- ~~Employee~~The Local Building Inspector ~~may~~ intermittently find it necessary to climb heights, ~~to~~ bend and enter cramped spaces, and ~~to~~ traverse buildings and structures at various stages of construction. ~~There are often safety hazards~~ which ~~that~~ must be avoided.
- The Local Building Inspector will have frequent contact with Town department staff, public officials, developers, the general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.
- The Local Building Inspector may be required to work beyond regular business hours to attend evening meetings or complete work assignments.
- The Local Building Inspector will be required to walk and observe related matters on unstable footing.
- The failure of the Local Building Inspector to ~~Duties do not generally present occupational risk~~ follow safety precautions or procedures may result in injury.

~~Nature and Purpose of Contacts:~~ ~~Most contacts are with builders, contractors, and architects for the purpose of advising them and interpreting the various provisions of the codes. In addition, Employee is likely to have to deal with representatives of utility companies. Other contacts are with members of the general public who are contemplating construction, renovation or alteration. Finally, daily contacts with other inspectors and staff.~~

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Performs responsible technical work in a building department ~~and on a construction site while enforcing applicable codes, bylaws, and safety requirements.~~
- Reviews ~~receives~~ applications and plans for the ~~and~~ issuance of applicable building permits ~~to~~ for the construction, renovation, improvement, movement, and demolish ~~demolition of~~ buildings and structures. ~~within the town;~~
- Establish inspection schedules and priorities; respond to inquiries and complaints from property owners, tenants, contractors, architects and others regarding code and bylaw

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interpretation, clarification of department policies and procedures, violations, complaints and general information.

- Review building plans and blueprints prior to approval of issuance of building permits; ensure that approved products, materials and techniques are used during construction.
- ~~reviews construction plans for conformance with all building and zoning codes.~~
- ~~Makes-Performs~~ on-site inspections of new and existing buildings and structures under construction to ~~assure-ensure~~ compliance with all applicable building codes, ~~and conducts inspections of existing structures to assure continued conformance.~~
- Enforces all State Building Code, Massachusetts General Laws (MGL), Code of Massachusetts Regulations, Architectural Access Board, specialized codes and reference standards, local bylaws, and other applicable regulations, as amended ~~building and zoning codes and laws~~ through appropriate enforcement action.
- Identify code and bylaw violations, such as sign violations, illegal construction and permit violations; issue notices of violation of building code and zoning bylaws; make court appearances, when necessary.
- Interprets building ~~and zoning~~ codes and by laws ~~to-for~~ builders, developers, contractors, architects, and others, advising them on the proper procedures ~~to follow.~~
- Reviews and inspects site plans and applications for special permits ~~for structures, such as: (ex. swimming pools and signs).~~
- May issue stop work orders upon a determination that work is in violation of a code, ~~or bylaw, or safety procedure.~~
- Prepares and submits periodic and special reports to the Building Commissioner, ~~as may be required.~~
- Responds to inquiries and complaints relating to building codes and ~~zoning codes~~ bylaws and laws from a variety of sources.
- ~~Acts for and in the absence of the Building Commissioner.~~
~~Performs other related duties of the class, as required. Receives direction from the Building Commissioner/Chief Zoning Officer.~~
~~Serve as Chief Building Official as required.~~
~~Supervise, train, and evaluate assigned inspection personnel.~~
- Provide training to new building inspection staff in terms of Town policies, procedures, rules, and regulations.

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- Works independently but also works collaboratively in an office and construction site setting. Exercise direct and indirect supervision over professional, technical, and clerical staff.
- Provides technical advice and assistance ~~to building inspection~~ Town staff, Boards, and commissions staff, planning staff and other departments regarding the interpretation of interpreting the building bylaw(s), the building code, bylaws, and/or other enactments respecting safety procedures. Works independently but also works collaboratively in an office and construction site setting.
- Works collaboratively and efficiently with contractors or landowner representatives, builders, engineers, architects, developers, attorneys, federal and state regulators, and representatives of utility companies.
- Provides information and education to members of the public who are contemplating construction, renovation, or alteration.
- Develop and maintain complete and accurate inspection records.

Recommended Minimum Qualifications:

~~**Education and Certifications and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.~~

- Employee must have completed a high school education High School Diploma or GED required;
- Must maintain Massachusetts Certification as a Local Building Inspector by the Board of Building Regulations and Standards, and in accordance with 780 CMR 110.R5 (MGL c. 143, Section 3), as amended. Any candidate not certified by the Commonwealth has 16 months to become certified as a Local Building Inspector.
- ~~and have had five (5) years of experience in supervising building construction or in the alternative hold an associate degree from a college in the field of building construction or design, or a field related to same.~~
- ~~A candidate should be in good physical health.~~
- ~~Hold a valid Motor Vehicle Operator's license.~~

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~~Be able to demonstrate the possession of the required knowledge, skills and abilities to perform the work.~~ **Experience**

~~Five years of experience in the supervision of building construction and zoning enforcement, in addition to working with Massachusetts Building Code and of accepted requirements for building construction, fire prevention, light ventilation, and safe egress.~~

Other

~~Valid Motor Vehicle Operator's License, and/or have the ability to travel throughout Natick for site visits, field surveys, public meetings, etc.~~

Tools and Equipment

~~The ability to operate standards office equipment (personal computer and relevant software); an automobile; and common construction and inspection tools and equipment.~~

Special Requirements:

~~• Must be certified by the Commonwealth of Massachusetts as a Local Building Inspector. Any candidate not certified by the Commonwealth has 16 months to become certified as a Local Building Inspector.~~

Knowledge, Abilities and Skill

- ~~• Knowledge of the Massachusetts Building Code and other applicable state statutes, rules and regulations, and field inspection practices, zoning, the materials and methods of building construction and equipment, accepted requirements for building construction, fire prevention, light, ventilation and safe egress.~~

Knowledge:

~~• Considerable knowledge of building construction practices, procedures, materials and equipment.~~

- ~~• Considerable knowledge of state and local building codes. Knowledge of OSHA Rules and Regulations for work safety.~~
- ~~• Ability to enforce codes and regulations fairly and impartially.~~
- ~~• Ability to maintain complete and accurate inspection records, and stay informed of code changes.~~

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~~• Working knowledge of legal procedures relating to enforcement of codes and State Laws.~~

Abilities:

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- Ability to read, understand and interpret technical documents, such as: (ex. bylaws and regulations, blueprints, site and construction plans, technical specifications, and plans reports).
- Ability to make on-site inspections of inspect construction, renovations, and alterations on a construction site while and make judgments judging on compliance and /non-compliance with codes and bylaws.
- ~~Ability to prepare technical reports.~~
- ~~Ability to communicate effectively with others, both orally and in writing.~~

Skill:

- Skill in diagnosing poor workmanship, materials, and equipment.
- ~~Skill in using tact and diplomacy in dealing with others~~ Strong and effective oral and written communication, public relations, and conflict resolution skills.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

- ~~Some agility and physical strength, as well as the ability to walk over rough terrain.~~ **Motor Skills:**

- Duties assignments require application of hand-eye coordination, physical dexterity, and motor coordination.
- Some agility and physical strength, as well as the ability to walk over rough terrain.

Visual Skills:

- ~~The ability to read blueprints and differentiate color is required.~~ conduct plan review and construction site visits.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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