

**TOWN OF TOPSFIELD
INSPECTOR OF BUILDINGS
JOB DESCRIPTION**

Position Purpose:

The purpose of this position is to perform inspection work to ensure compliance with the Massachusetts Building code and local zoning bylaws; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible functions of a technical nature requiring considerable initiative and independent judgment in the application, interpretation and enforcement of building codes, zoning ordinances and other applicable regulations.

Supervision Received: Works under the general direction of the Town Administrator and in accordance with applicable provisions of the Massachusetts.

Supervision Given: Supervises three part time employees.

Job Environment:

Work is generally performed partially in the office and mostly in the field. Employee is occasionally exposed to variable outdoor weather conditions and the hazards associated with construction sites including temperature extremes and loud noises.

Regularly operates an automobile, computer, telephone, and standard office machines.

Makes frequent contacts with town departments, other local officials, contractors, the general public, real estate agents and appraisers.

Has access to records of legal proceedings, which requires the application of appropriate judgment, discretion and professional protocols.

Errors in either the technical application of recognized building procedures or in the interpretation of related data could result in damage to property, 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 Massachusetts Building Code and Architectural Access Board (AAB) and any other state statutes, rules and regulations, or ordinances or bylaws which empower the building official.

Reviews construction plans for building code compliance. Discusses plans and building specifications with the applicant. Renders building code interpretations for applicants or the general public. Investigates complaints and issues permits.

Performs field inspections as required to verify building construction is performed according to all applicable codes, issues certificates of occupancy and verifies contractors have the proper licenses to perform work in Massachusetts.

Performs annual inspections of places of assembly to verify that life safety fixtures and equipment are in working order and issues certificates.

Serves as local Zoning Enforcement Officer. Investigates code and zoning violations and complaints; prepares compliance letters and follow-up to completion.

Conducts building inspections to ensure compliance with the Massachusetts State Building Code; maintains related records; issues certificates of occupancy.

Reviews and approves plans and building permits; ensures compliance with local zoning By-laws; monitors open and aging building permits; prepares compliance letters.

Records and maintains plan documents.

Represents the town on any court/legal procedures i.e. prosecutions, testify, witness testimony, arbitrations, etc.

Provides information and assistance to contractors and homeowners pertaining to building construction; responds to inquiries and complaints.

Responds when contacted for emergency situations. May be dispatched by local public safety departments as well as by state agencies as well as FEMA and MEMA.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma required; Associate's Degree preferred; plus five years of experience in the supervision of building construction or design; or any equivalent combination of education and experience.

Special Requirements:

Massachusetts Construction Supervisor's License and State Certification required as a Building Commissioner.

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the materials and methods of building construction and of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations. Knowledge of materials, methods and equipment used in building construction; general knowledge of the accepted requirements for building construction.

Ability: Ability to read and interpret blueprints, drawings and plans. Ability to enforce regulations firmly, tactfully and impartially. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to establish and maintain effective working relationships with town and state officials, members of the building community, and the general public. Ability to stay informed of code changes. Ability to operate special permit tracking software. Good problem-solving skills.

Skill: Superior verbal and written communication skills; Proficiency in Microsoft Office applications and permit data entry; skills in operating above-mentioned equipment.

Physical 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 essential functions.

This position splits its duties between an office-based job in a municipal setting, and off-site field work to conduct inspections, initiate enforcement actions, etc. Field work is conducted under varying conditions with exposure to some occupational risks, and requires local travel. Moderate physical effort required while conducting field work; must be able to access all areas of inspection site, which frequently includes hard-to-reach areas or areas of limited space. Lifts/moves objects and weighing up to 30 pounds and occasionally up to 60 pounds.

(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.)