

**ASSISTANT BUILDING INSPECTOR
(FORMERLY LOCAL BUILDING INSPECTOR)**

Definition

Technical inspection and administrative work related to the enforcement and interpretation of provisions of the Massachusetts State Building Code, town zoning bylaw, and rules and regulations of the Architectural Access Board; all other related work, as required.

Supervision

Works under the general direction of the Inspector of Buildings and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws; reviews all unusual problems or situations with the Inspector of Buildings prior to taking any required action.

Performs varied and detailed inspection duties of a technical nature, requiring exercise of considerable judgment in analyzing facts and circumstances surrounding individual problems, in ensuring compliance with proper standards and enforcing pertinent laws and regulations.

Work Environment

Administrative work is performed under typical office conditions; inspection work is conducted in the field with exposure to noise and the hazardous conditions associated with construction sites. The employee may be required to work outside of normal work schedule to complete assignments.

The employee operates standard office equipment, inspection tools and an automobile.

The employee has frequent contact with town and state officials, architects, engineers, contractors and the general public, in person in the Town Hall or at construction sites, by telephone, or fax.

The employee has limited access to confidential information.

Errors could endanger public safety, and result in property damage, have legal and/or financial implications, and cause adverse public relations.

Essential Duties and Responsibilities for Building Inspector

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 duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Enforces the applicable provisions of the Massachusetts State Building Code and the town zoning bylaw, and rules and regulations of the Architectural Access Board.

Reviews building permit applications and conducts field inspections to ensure conformity with all code requirements, approved plans and zoning restrictions.

*MMACG Rev. 2000
Revised 11/23/15 KDL
Revised 10/10/17 KDL
Revised 10/31/18 KBA*

*Shrewsbury, Massachusetts
Local Building Inspector*

Investigates violations of the building code and zoning bylaw and conducts follow-up actions; responds to the public's questions pertaining to permits, building codes and bylaws.

Conducts periodic inspections of schools, restaurants, theaters, churches, places of assembly and apartment buildings, as required by statute.

Meets with contractors, architects and engineers to conduct preliminary review of construction projects.

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

Recommended Minimum Qualifications

Education and Experience

Five years of experience in the supervision of building construction or design and zoning enforcement; or an Associate's Degree in a related field; or an equivalent combination of education and experience, in accordance with MGL c.143.

Special Requirements

Massachusetts Certification as a Local Building Inspector

45 hours of continuing education credit during each three-year period

Valid Massachusetts motor vehicle operator's license

Knowledge, Ability and Skill

General knowledge of the materials and methods of building construction and equipment and the Massachusetts State Building Code, local zoning bylaws and other applicable State statutes, rules and regulations. Knowledge of accepted requirements for building construction, fire prevention, light, ventilation and safe egress. Thorough knowledge of field inspection practices.

Ability to enforce codes and regulations fairly and impartially. Ability to read and interpret plans and specifications. Ability to interact effectively with the general public and state and local officials. Ability to communicate effectively orally and in writing. Ability to maintain complete and accurate inspection records. Ability to stay informed of code changes.

Excellent customer service and public relations skills. Computer skills.

Physical Requirements

*MMACG Rev. 2000
Revised 11/23/15 KDL
Revised 10/10/17 KDL
Revised 10/31/18 KBA*

*Shrewsbury, Massachusetts
Local Building Inspector*

Minimal physical effort is required to perform administrative duties; moderate physical effort is required to conduct inspections. The employee must be able to access all areas and levels of a construction site, and is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, climb and balance. Vision requirements include the ability to read routine and complex documents, make fine visual distinctions, use a computer and operate an automobile.

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.

MMACG Rev. 2000
Revised 11/23/15 KDL
Revised 10/10/17 KDL
Revised 10/31/18 KBA

Shrewsbury, Massachusetts
Local Building Inspector