

**Position Title:** Building Inspector/Zoning Enforcement Officer

**Statement of Duties**

Administrative, supervisory, and inspection work related to the provision of inspection services in the town, including building, zoning, energy, accessibility, the enforcement of the local zoning bylaws and zoning permits and variances and other applicable regulations; performs all other related or similar work as required.

**Supervision**

Works under the general administrative direction of the Board of Selectmen through the Town Administrator in accordance with applicable provisions of the Massachusetts General Laws and town ordinances.

Performs varied and highly responsible functions of a technical nature, requiring considerable independent judgment and persuasion in the application, interpretation, and enforcement of building codes, zoning bylaws and other applicable regulations in state courts and administrative proceedings.

Employee provides departmental level of supervision that includes one (1) full time administrative employee and oversees the plumbing, gas and electrical inspectors and 2 alternate building inspectors.

**Job Environment**

Administrative work is performed under typical office conditions; inspection and zoning compliance work is conducted in the field, with exposure to various weather conditions and hazardous conditions associated with construction sites. May be required to work outside normal business hours at nights and on weekends in response to important situations or emergencies and meetings.

Operates automobile, computer, hand tools, measuring devices, and standard office equipment.

Make constant contact with the public, town departments and boards, members of the building community, property owners, state, federal and local officials requiring perceptiveness and discretion.

Works closely with the following departments on a continual basis: Board of Selectmen/Town Administrator, Planning Department, Fire Department, Conservation Commission, Board of Health and Public Works Department in coordinating reviews and permitting of residential and commercial and industrial projects within the Town.

Employee has access to department-related confidential information, including department personnel and legal records.

Errors in either technical application of recognized inspection procedures, or in the interpretation of related data could result in damage to property, endangerment to public safety, personal safety

of other town employees, financial and/or legal implications as well as possible adverse public relations for the town.

### **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.*

Interprets and enforces building, mechanical, accessibility and energy codes etc., for applicants, property owners, realtors, bankers, town officials and others citizenry to the extent permissible and required by applicable law. Serves as the Town Zoning Enforcement Officer determining compliance or non-compliance of various properties with dimensional, use and other requirements of Town and State zoning regulations.

Enforces the provision of the state building code, the town's zoning bylaws and state statute; enforces the regulations and requirements of special permits issued by the Town Planning Board and variances and special permits issued by the Zoning Board of Appeals and all other applicable statutes, rules and regulations. Oversees the enforcement of electrical, plumbing, and gas codes by supervised employees.

Investigates zoning violations and zoning compliance pursuant to applicable provisions of local bylaw and state statute.

Oversees the operations of the department, which includes the maintenance of department records, collections of pertinent fees, and preparation and administration of the department's capital and operating budgets.

Reviews zoning and building permit requests; reviews plans for building construction or alteration to determine compliance with state codes, site plan reviews, local zoning bylaws, and other applicable regulations.

Oversees and conducts field, on-site inspections of new buildings and alterations to buildings for new construction, renovation, change of use and additions and upon completion for conformity with building code requirements, approved plans and zoning restrictions. Issues certificates of occupancy for new construction.

Enforces all of the provisions of the various inspection codes and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements.

On behalf of the town may be required to participate in legal proceedings with regard to appeals and the enforcement of code compliance cases.

Participates and assists in developing overall town government inspection service goals and policies. Meets with engineers, architects, and others to review construction and other plans; answers inquiries on zoning and other relevant inspection codes.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Bachelor's Degree in a technical field with additional course work in building trades or related field; minimum of five- (5) years experience in the construction field with experience performing construction work with supervisory responsibility, designing projects either as an architect or an engineer, inspecting work as a certified professional inspector or an equivalent combination of education and experience.

### **Special Requirements**

Valid Massachusetts motor vehicle operator's license  
State certification as an Inspector of Buildings/Building Commissioner

### **Knowledge, Ability and Skill**

**Knowledge:** Thorough knowledge of the materials and methods of building construction, the state building code, local and state zoning regulations and the interpretation thereof, as well as applicable state statutes, rules and regulations. Working knowledge of state electric, gas and plumbing codes. Knowledge of current inspection techniques and practices.

**Ability:** Ability to enforce code requirements and related regulations firmly, tactfully and impartially. Ability to deal appropriately with the general public, town employees and officials and members of the building community. Ability to communicate effectively orally and in writing. Ability to understand court procedures as related to building and zoning issues. Ability to prepare and maintain a department budget. Ability to oversee the operations of a multi-service department. Ability to read and interpret plans drawings and blueprints.

**Skill:** Excellent management, organizational, and supervisory skills. Excellent public relations skills.

### **Physical Requirements**

This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site in a safe manner; frequently required to spend several hours bending, walking or standing. While performing the duties of this position, the employee is regularly required to use hands and fingers to handle, feel or

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operate objects, tools or controls and to reach with hands and arms. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch, or crawl. Occasionally may be required to lift up to 60 pounds. Normal vision requirements.