

TOWN OF WESTHAMPTON
Job Description
Building Inspector/Zoning Enforcement Officer

Position Summary:

The Building Inspector exercises considerable independent judgment and initiative in the performance of highly responsible work of a complex and technical nature relative to the enforcement and interpretation of the Massachusetts Building Code, the Town Zoning By-law and other applicable laws, regulations, codes and provisions relating to building construction and design. Enforces Town zoning bylaws as the Zoning Enforcement Officer.

Essential Functions of job and Responsibilities:

- Responsible for the overall management of the Building Department, including the preparation and administration of the department budget.
- Responsible for interpreting and enforcing the Massachusetts Building Code, Architectural Access Board regulations, Subdivision regulations, and provisions of the Massachusetts General Laws Zoning Act and the Town Zoning By-law.
- Conducts inspections of all buildings under construction or renovation.
- Investigates complaints and responds to violations; issues enforcement orders for violations; enforces handicapped accessibility regulations.
- Issues building permits, construction permits, occupancy permits, inspection certificates and violation notices; ensures ongoing construction is in compliance with all applicable laws, codes and regulations within the Building Inspector's jurisdiction; reports permit activity to Board of Assessors for real estate revaluation purposes.
- Reviews and analyzes applications, plans and associated documents for technical accuracy, completeness, and compliance with the law and regulations; ensures filing fees are calculated correctly; coordinates timely review of applications by other relevant boards and departments.
- Provides technical assistance to the Zoning Board of Appeals in carrying out its statutory obligations.
- Assists the public, the Zoning Board of Appeals, and other officials, boards, committees and commissions in the interpretation of the Zoning Act, the State Building Code, the Town's Zoning By-law and other pertinent laws, rules and regulations.
- Conducts annual inspections of public buildings and churches; inspects other buildings as required to ensure compliance with applicable laws, codes and regulations.
- Responds to emergency situations, at request of Fire and/or Police Departments, to evaluate structural conditions.
- Prepares required reports, including inspection reports and correspondence; maintains department files and information.
- Participates in court appeals and enforcement actions, in consultation with the Selectboard; compiles information and evidence for presentation in court.
- Proposes amendments to Town's Zoning By-law, for consideration by Zoning Board of Appeals and/or Planning Board.
- Performs similar or related work as required or assigned.

Supervision:

- Pursuant to G.L. c. 143, §3, the Building Inspector is appointed annually by and reports to the Selectboard. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision.

Additional Duties:

The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

Work environment & 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 dynamic municipal setting, and off-site field work to conduct inspections, initiate enforcement actions, and the like.
- 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. Physically able to access other vehicles, buildings, or obstacles as may be needed during an incident. At times, may be required to lift or move objects greater than fifty pounds.
- Must interact and communicate frequently with the public, government officials, other staff members and boards, project applicants, contractors, engineers, and/or third parties transacting business with the Town.
- Must operate standard office equipment including computers and keyboards, and inspection tools, at efficient speed.
- Will be required to work outside of normal business hours to accommodate evening office hours on Wednesdays, seasonal fluctuations in construction activities, and off-site appointments; may be requested to attend night meetings as needed.

Education/Experience/Qualifications:

- High School diploma and advanced technical training.
- At least five years of experience in the supervision of building construction or design, or in the alternative, Bachelor's Degree in a field related to building construction or design, 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, as required in Massachusetts General Laws c. 143, §3; experience in a municipal setting preferred.
- State Certification as a Building Inspector/Building Commissioner; as required by G.L. c. 143, §3.
- State Construction Supervisor's License.
- Have a valid Massachusetts driver's license.

Minimum Competencies:

- Thorough knowledge of all federal, state, and local laws, rules, regulations and policies pertaining to matters under the Building Inspector's jurisdiction, including the Zoning Act, the Massachusetts Building Code, and the requirements of G.L. c. 22, §13A (Architectural Access Board) and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards.
- Thorough knowledge of: the quality and strength of building materials; the accepted requirements for building construction, fire prevention, light, ventilation, safe exits; and other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure, as required, as per G.L. c. 143, §3.
- Working knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation.
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law.
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, project applicants, engineers and other members of the building community, and/or the public.
- Ability to enforce and interpret laws, codes and regulations firmly, tactfully, and impartially.
- Ability to interpret technical data, read engineering maps, blueprints, drawings and plans, critically analyze information.
- Ability to communicate effectively in written and oral form.
- Ability to work in high pressure situations, as necessary.
- Good organizational and analytical skills; detail oriented, takes initiative, and able to work independently.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Ability to plan and effectively manage Department budget.
- Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel).
- Honesty, reliability, discretion, and good judgment essential.

This job description does not constitute an 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.