

**Position Title:** Local Building Inspector

### **Statement of Duties**

Position performs inspection and enforcement functions for the Building Department. Work includes application and plan review, conducting inspections; interpreting and enforcing building and mechanical codes as well as town and zoning bylaws; and providing information and assistance to applicants regarding the permitting process.

### **Supervision**

Employee works under the general direction of the Building Commissioner. Employee plans, prioritizes work in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work and carries it to completion independently. Unusual situations are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements. Employee has access to confidential lawsuits and criminal investigations.

### **Job Environment**

Work requires the review of new applications and plans, inspecting, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines for performing work include a large body of policies, practices, and precedents that may be complex or conflicting, at times. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Work requires understanding, interpreting, and applying complex federal, state, and local regulations. Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to building construction inspections. Position responsibilities require judgement in interpreting and applying complex building and mechanical codes and regulations to ensure compliance of buildings being inspected. Work consists of practical application of variety of concepts, practices and specialized techniques relating to inspection procedures. Assignments involve inspecting, testing or evaluating compliance with established codes and gathering, analyzing and evaluating facts or data using specialized fact finding techniques to determine the cause of violations or hazards.

Errors can result in personal injury/loss, delay of service, monetary loss, damage to buildings and equipment, and/or legal repercussions.

Position has constant contact with contractors, the public, town departments, and state agencies. The purpose for these contacts is to conduct inspections, issue permits to trades-people, give recommendations, and provide information and assistance regarding department policies and procedures, explain and enforce codes and regulations; and responding to inquiries, requests, or complaints. Contact usually occurs in person, in writing, or on the phone.

### **Position Functions**

The essential functions or duties listed below are intended only as illustration of the various types of work that maybe 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, or extension of, the position.

## **Essential Functions**

1. Reviews building applications to determine compliance with regulations and codes. Provides input and recommendations regarding building and mechanical systems as needed, interprets and explains state building codes, mechanical code, architectural access regulations, and zoning bylaws code meanings.
2. Enforces the state building code, AAB, and all other applicable rules, regulations and procedures governing the construction, alteration, repair, demolition, and replacement of all buildings and structures in the town.
3. Enforces the zoning by-laws and all other applicable rules and regulations governing zoning in the Town of Hudson.
4. Receives applications, reviews plans for code compliance, and issues building permits to construct, alter, repair, demolish, remodel buildings and structures, or to install pools, signs, wood stoves, and accessory structures.
5. Performs required inspections at key points during the construction process to ensure code compliance.
6. Performs required inspections to places of public assembly (schools, restaurants, churches) to ensure life safety items are functioning properly.
7. Receives ZBA applications, reviews documents and plans for accuracy and determines what sections of the zoning by-laws apply to each case (special permits, variances, site plan approvals).
8. Interprets state building codes, architectural access regulations, and zoning by-laws for the public, builders, and developers and gives advice regarding the proper procedures to follow.
9. Investigates complaints from citizens regarding perceived violations of building codes and/or zoning by-laws, and takes appropriate actions if violations are found.
10. Issues violations notices and stop work orders when a determination has been made that work does not comply with code.
11. Attends and provides information at court proceedings for resolution of violations.
12. Attends workshops and conferences for purposes of exchanging information on current building techniques and materials, updating knowledge on building and zoning codes, and maintaining certification status.
13. Performs other duties as assigned by the supervisor.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Employee works in and out of doors conducting inspections around loud equipment, and in a moderately loud office setting performing administrative functions. Employee is exposed to outdoor weather conditions, potentially dangerous situations or people, high places, fumes or airborne particles, moving mechanical parts, and the risk of electric shock up to 1/3<sup>rd</sup> of the time. Employee is required to stand and walk up to 2/3<sup>rd</sup> of the time; talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, and reach with hands and arms up to 1/3<sup>rd</sup> of the time. Employee occasionally lifts up to 20 lbs. Normal vision is required for this position. Equipment operated includes an automobile.

### **Education and Experience**

A candidate for this position should have an Associate's Degree or better in Building Construction, Design, or at least five (5) years of experience in Construction or Design, including experience as a Supervisor; or an equivalent education and experience.

### **Special Requirements**

A candidate should be certified by the state in the supervision of Building Construction/Certified by the BBRS in accordance with the provisions of 780 CMR R7, attend classes, as required, to maintain certification, and have a valid driver's license.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Accepted requirements for building construction, fire prevention, lights, ventilation and safe egress
- Equipment and materials essential for safety, comfort and convenience of occupants of a building structure

Skill in:

- Communication, customer service and organization skills
- Enforcing codes and regulations fairly and impartially

And the ability to:

- To inspect buildings and determine compliance with codes and regulations.

*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.*

*The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.*