

Town of Boxborough
Inspector of Buildings/Code Administration Officer

Boxborough is seeking an Inspector of Buildings/Code Administration Officer. The position is also responsible for Facilities Management across the town facilities. This 40 hour per week position is responsible for administering and ensuring compliance with the state building and related codes and the town's zoning bylaw and other applicable laws, bylaws, codes or regulations; serving as the town's code administration officer; developing and overseeing facility maintenance program; supervising support staff and wire and gas & plumbing inspectors. Prepares and administers annual operating budget for the building department, reviews and makes recommendations regarding fees; communicates regulations and program policies and procedures to staff, departmental customers, and the general public; explains, interprets and provides guidance regarding all applicable codes to property owners, architects, engineers, contractors, developers and other interested parties. Coordinates plan reviews, inspections and enforcement actions. Works with land use boards and Town Planner to regularly review status of permits. Works with town department heads to develop and oversee maintenance plans and actions for town buildings and formulate capital improvement plans for town facilities.

Requires a Bachelor's degree in a field related to building construction and/or design; or at least five years of experience in supervision of building construction or design, or any combination of education and experience. General knowledge of the accepted requirements for building construction, fire prevention, lighting, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Must be certified by the BBRS as a Local Inspector and be able to obtain certification as a Building Commissioner or Inspector of Buildings within 18 months of hire. Requires a valid Massachusetts Class D Driver's License. Must possess excellent interpersonal skills and the ability to communicate effectively orally and in writing, as well as manage a computerized permitting system. EEO/AA. Salary: \$65,276 - \$79,532 + benefits (DOQE).

A copy of the position's job description can be found at [http://www. boxborough-ma.gov](http://www.boxborough-ma.gov).

Please submit a resume, cover letter and proof of BBRS certification(s) to be received no later than November 30, 2015 to: Town Administrator, 29 Middle Road, Boxborough, MA 01719 or by e-mail (preferred) to: sshaw@boxborough-ma.gov.

Inspector of Buildings/Code Administration Officer

Definition:

Administrative, technical, and supervisory work related to the enforcement and interpretation of the state building code, the local zoning bylaw and other applicable laws, bylaws, codes or regulations; and in the overseeing of the town building maintenance program; all other related work as required.

Distinguishing Characteristics:

Works under the administrative direction of the Town Administrator and is responsible to the Board of Selectmen.

Works with town Department Heads (Town Administrator, Police Chief, Fire Chief, Director of Public Works, Library Director and Superintendent of Schools) in developing facility management plans.

Performs highly responsible duties of a technical nature requiring considerable exercise of judgment in the application, interpretation and enforcement of building codes, zoning and conservation bylaws, MGL Ch 40(A) and the applicable sections of Chapters 111, 139, 143, and 148, NFPA 101, and the BOCA Basic Mechanical Code, 780 CMR, orders of condition of the Conservation Commission, Zoning Board of Appeals, and Board of Health, and all building and sign permits.

Conducts periodic evaluations of town buildings and develops maintenance plans in conjunction with DPW Director and relevant Department Heads.

Makes frequent contact with general public, town departments, builders/contractors, and property owners sometimes on short notice at the request of Town boards or commissions. The position requires the employee to use courtesy, tact and diplomacy when resolving issues. Sometimes the employee needs to persuade and influence others to a course of action.

Supervises full or part-time employees, including, but not limited to Assistant Inspector(s) of Buildings, Electrical Inspector(s), Plumbing, Gas Inspector(s) and Building Department department assistant in accordance with staffing guidelines established by the Town Administrator. Establishes department goals and prepares department budget for review/approval.

Errors of omission or commission could result in failure to meet deadlines, loss of goodwill, monetary loss, or the acceptance of inappropriate structures and work.

Work requires attendance at Town meetings and work after Town offices are closed based on peaks in workload.

Negligible physical effort required to performing duties under typical office conditions; moderate physical effort may be required in the field.

Examples of Work:

Reviews plans for building construction, alterations, or any designated structures, and coordinates with appropriate boards as necessary to determine compliance with building and zoning bylaws and Board of Health or other relevant rules, conditions or stipulations; issues building permits, calculates and collects fees, and supervises the maintenance of associated records.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans; issues Certificates of Occupancy when appropriate.

Inspects town buildings and prepares recommendations for maintenance plans; works with DPW Director and Department Heads to supervise maintenance actions.

Confers with builders, architects, engineers, property owners, and general public regarding construction requirements, application of the zoning and conservation commission rules and regulations, site plans and other related matters. Assists the general public in submitting applications for building permits.

Makes inspections, as required, of restaurants, liquor establishments, nursery schools, private schools, places of assembly, and other facilities as required in conformance with statute, code and local bylaws.

Reviews site plans for all buildings and additions; submits reports of findings to Board of Selectmen through the Town Administrator.

Investigates complaints of alleged code and wetlands violations, as well as any such violations as may become aware to the Inspector through the regular course of his business, and takes appropriate action, such as issuance of cease and desist orders or the filing of non-criminal complaints in District Court; confers with town counsel as required.

Oversees the town building maintenance program established by the Permanent Building Committee or Selectmen, working with the Town Administrator, DPW Director and other Town Department Heads (as appropriate) to coordinate internal and external (contract) work resources.

Works with Department Heads and Finance Committee to formulate multi-year capital improvement plans for town facilities.

Works with the land use boards and Town Planner to regularly review status of permits. Provides Board of Selectmen a short summary of outstanding punch list items and matters of non-compliance.

Acts as the town's Handicapped Compliance Coordinator and enforces the Americans with Disabilities Act for physical facilities.

Performs other position related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

I – Education and Experience

In accordance with the provisions MGL c.143, s.3, the Inspector of Buildings shall have had, at a minimum, at least five years of experience in the supervision of building construction or design, or alternatively, a four-year undergraduate degree in a field related to building construction or design, or any combination of education and experience that would confer equivalent knowledge and ability, as determined by the Board of Building Regulations and Standards (BBRS). In addition, the Inspector of Buildings shall have general knowledge of the accepted requirements for building construction, fire prevention, lighting, ventilation and safe egress, as specified in the Massachusetts State Building Code 780 CMR and MGL Ch 143. In addition, the Inspector of Buildings shall have a general knowledge of

other equipment and material essential for the safety, comfort and convenience of the occupants of buildings and other structures.

The Inspector of Buildings shall be certified by the BBRS in accordance with the provisions of 780 CMR R7, the rules and regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors; must be thoroughly knowledgeable on the state Architectural Access Board's latest rules and regulations.

II – Knowledge, Ability and Skills

Knowledge:

Thorough knowledge of the materials and methods used in building construction, and of the Massachusetts State Building Code, local zoning bylaw, Board of Health and Conservation Regulations and applicable provisions of Massachusetts General Laws; working knowledge of supervisory and personnel practices.

Ability: Ability to establish and maintain effective working relationships with co-workers, town officials and diverse general public. Ability to make appropriate managerial decisions. Ability to maintain accurate records. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time.

Skills: Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, and department specific software applications. Requires organizational and planning skills. Requires skill in the use of equipment such as camera, noise and light meters and measuring instruments.

III - Special Requirements

Requires an unrestricted Massachusetts Construction Supervisor's License. At a minimum, must be certified as a Local Inspector and must be able to obtain certification as a Building Commissioner or Inspector of Buildings within 18 months of hire. Requires a valid Massachusetts Class D Driver's License.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of construction site. Some physical effort is needed to work over rough and uneven terrain. Occasionally exposed to weather extremes when in the field. The employee is frequently required to walk, stand, use hands to handle, finger, feel or operate objects, tools, or controls and reach with hands and arms. Occasionally required to climb, stoop, kneel, crouch, smell, and carry/lift objects (normally no more than 25 pounds), and may be exposed to fumes/dust, and cramped and confined quarters in the field.

Specific vision requirements include close vision, distance vision, color vision, depth perception and the ability to adjust focus in order to read schematics, blueprints, maps, general correspondence and drive a vehicle. Some travel by private or town vehicle within town and to neighboring towns required. Requires hand-eye coordination to operate a keyboard and standard office equipment at efficient speed.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____

Full-Time and Reduced Hours (consistently equal to or more than 20 hours) Employment Application



TOWN OF BOXBOROUGH
29 Middle Road
Boxborough, Massachusetts 01719
Employment Application

The Town of Boxborough is an Affirmative Action / Equal Employment Opportunity Employer

All information must be typed or printed legibly. Unreadable applications will be discarded.

Personal Information

1. Date of Application: _____ 2. Position Applying For: _____
3. Name: _____
 Last First Middle
4. Address: _____
 Number Street Apartment Number

 City/Town State Zip Code
5. Telephone Number: Home: _____ Daytime: _____
 Area Code / Number Area Code / Number
6. Driver's License Number: _____
 Class / Number / State
7. If hired, can you provide proof of citizenship or legal right to work? YES NO
8. Are you under 18 years of age? YES NO If yes, date of birth? _____
9. Have you ever been employed by the Town before? YES NO
 If yes, when? _____ In which department? _____
10. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town of Boxborough?
 YES NO
 If yes, Employee's Name: _____ Department: _____

Education

Name / Location	Course of Study	Years Completed	Did you graduate?	Degree
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Technical			<input type="checkbox"/> YES <input type="checkbox"/> NO	

11. Do you possess the following skills? Please list in detail all that apply.

Specialized Training? YES NO Name of Training/Course: _____
Professional Licenses? YES NO Licenses: _____
Professional Memberships? YES NO Name of Organizations: _____
Computer Software? YES NO Name of Programs: _____
Office Equipment? YES NO Describe Equipment: _____

If more room is required, an additional sheet may be attached.

Employment History

List present employer first. A resume or supplemental sheet may be included; however, this section must be completed.

12. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? YES NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

13. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? YES NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

14. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? YES NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

15. Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____
Starting Ending

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

If more room is required, an additional sheet may be attached.

References

Please provide professional and/or business references only. Note that references listed in this section will be contacted.

16. Reference #1

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

17. Reference #2

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

18. Reference #3

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

19. Reference #4

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

20. How did you learn about the job for which you are applying? Walk-in Town Employee

Newspaper; title _____ Professional Journal; title _____

Posted Town Bulletin _____ the Internet _____

Agreement

I certify that the information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Boxborough to obtain any information from schools, employers, professional licenses, certifications, driver's license and history (if job related), professional references and any other information concerning knowledge, skills and abilities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Boxborough any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Boxborough's use only.

I hereby voluntarily release, discharge and exonerate the Town of Boxborough, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Boxborough.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

I understand that any offer of employment that I receive from the Town of Boxborough may be contingent upon my successful completion of the pre-employment screening process, including, but not limited to, the Town of Boxborough receiving satisfactory references, review of my driving history, completion of a complete criminal background check and/or a Sex Offender Record Information ("SORI") check, and if appropriate, pre-employment drug test, physical examination, and/or psychological screening. I understand that any such test results will be communicated in a confidential manner.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 and an I9 so certifying must be completed no later than the first day of employment.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____

Date: _____

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities because of political or religious opinions or affiliations, or because of age, color, disability, criminal records (inquiries only), gender, genetics, military service, national origin, ancestry, race, religion, past participation in discrimination complaints, sexual orientation, gender identity, marital status, pregnancy, parenthood, or disability which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.



Town of Boxborough Release

I _____, a candidate for the position of _____, hereby authorize the Town of Boxborough to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Boxborough from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Boxborough.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Boxborough has not yet employed me and for immediate dismissal if the Town of Boxborough has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Boxborough from any and all liability for its providing this information.

In the event of my employment with the Town of Boxborough, I shall comply with all rules, regulations, and policies set forth in the Town of Boxborough's Salary Administration Plan Bylaw or other communications distributed by the Town of Boxborough.

I understand that nothing in this employment application, in the Town of Boxborough's policy statements or personnel guidelines, or in my communications with any Town of Boxborough official is intended to create an employment contract between the Town of Boxborough and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Boxborough unless it is made in writing and signed by a Town of Boxborough official who possesses the authority to make such promise or guarantee.

I hereby acknowledge that I have read and understand the preceding statement.

Signed: _____

[Signature of Applicant]

Date: _____