



Inspector of Buildings/Code Administration Officer

Town of Boxborough, MA

Position Purpose

The Inspector of Buildings/Code Administration Officer performs 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 and all other related work as required.

Supervision Scope:

Regularly develops job and task requirements. Is responsible for all aspects of job or task completion and may direct and monitor other supervisors and the results achieved. Has job quality, personnel performance evaluation and cost control responsibilities.

Supervision Received:

Pursuant to G.L. c 143, Section 3, the position reports to the Select Board through the Town Administrator.

Supervision Given:

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 Assistant.

Job Environment

Work is performed both indoors and outdoors, subject to variable weather conditions and the hazards associated with construction sites. Administrative work is performed under typical office conditions. Outdoor work (site inspections) may be performed in dusty and noisy conditions typical of any construction site.

Distinguishing Characteristics

Performs highly responsible duties of a technical nature requiring considerable exercise of judgement 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

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FLSA: Exempt

Date voted by the Personnel Board: 12_2011, revised 5_18_2021

BOCA Basic Mechanical Code, 780 CMR, orders of conditions of the Conservation Commission, Zoning Board of Appeals, 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 the general public, Town departments, builders/contractors, and property owners, sometimes on short notice, at the request of Town boards or commissions.

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.

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.

Examples of Work

Reviews plans for building construction, alterations, or any designated structures. 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.

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 Select Board through the Town Administrator.

Investigates complaints of alleged code and wetlands violations, as well as any such violations as they may become aware of through the regular course of their 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.

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

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Oversees the Town building maintenance program established by the Permanent Building Committee or Select Board, 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 a short summary of outstanding punch list items and matters of non-compliance to the Select Board.

Establishes department goals and prepares department budget for review/approval.

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

Education, Training and Experience:

In accordance with the provisions MGL c.143, s.3, the Inspector of Buildings shall have had 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.

Special Requirements Examples:

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.

Knowledge, Ability and Skills:

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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 using courtesy, tact and diplomacy when resolving issues. 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. Ability to persuade and influence others to a course of action.

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.

Physical Requirements:

Work 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. While performing the duties of this job, the employee is required to handle, or feel 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 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.

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: _____

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