Town of West Tisbury, MA

POSITION: Local Building Inspector **DEPARTMENT:** Building

Position Purpose:
The purpose of this position is to perform administrative, supervisory and inspection work related to the enforcement and interpretation of the state building code, the Architectural Access Board, the local zoning bylaw, and other applicable regulations. This role performs field inspections and investigations of violations and checks compliance with approved site plans. Performs all other related work as required.

Supervision:
Supervision Scope: Exercises considerable initiative and independent judgment in the planning, administration and execution of the department's services, and the enforcement of building and zoning laws; works independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Work is performed under the policy direction of the Inspector of Buildings/Zoning Enforcement Officer. Establishes short and long range plans and objectives, and assumes responsibility for department results; questions regarding policy are referred to supervisor, works according to established professional town, state, and federal policies, procedures and codes.

Supervision Given: None.

Job Environment:
Some work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites. Administrative work is performed under typical office conditions. May be required to perform duties on weekends and to attend evening meetings; the employee may respond to emergency situations

Regularly operates an automobile, computer, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with various boards and commissions, town officials, town employees, contractors, realtors, lawyers, inspectors and state inspectors. All contacts require excellent customer service and communication skills.

Errors in either the technical application of recognized building procedures or in the interpretation of related data could result in damage to property, endanger public safety, have financial and/or legal implications and cause adverse public relations.

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.)

Performs building inspections for compliance and investigates, analyzes, and monitors properties for basic zoning compliance.

Examines and reviews plans for building construction or alteration to determine compliance with State codes, local zoning by-laws, and other applicable regulations.

Analyzes submitted plans for code compliance, proper licenses and insurance.

Files, assembles, collects, and compiles documents in order to create an organized filing system.

Answers phones, emails, and messages that come in daily in a timely fashion, relays important information to the correct person if necessary.

Coordinates maintenance and emergency repairs.

Processes electrical, plumbing, gas & fire permit applications, reviews applications, processes permits, coordinates inspections, oversees other inspectors if necessary

Maintains education of current techniques and methods, updates training and procedural materials as necessary.

Coordinates, verifies and reports payroll for electrical, plumbing & gas inspectors, provides information to the Town Accounting Department for processing.

Reviews and approves or denies applications for building permits.

Enforces local regulations and state statutes pertaining to Planning Board and Zoning Board of Appeals special permits and Historical Commission and Architectural Access Board

Reviews and monitors licensing and insurance status of contractors.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:
High School Degree and vocational schooling; An Associate's or Bachelor's Degree in a related field preferred; 5 – 7 years of field experience in building construction or design; any equivalent combination of education, training and experience.

Special Requirements:
Massachusetts Driver's License; Local Inspector's Certification by the Massachusetts State Building Commission; Participation in continuing education provided by the Board of Building Regulations and Standards to maintain certification.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations; an understanding of the materials and methods of building construction, general working knowledge of accepted requirements for building construction, fire prevention, light ventilation, and safe egress, thorough understanding of field inspection practices, working knowledge of state plumbing, electrical, mechanical and gas codes.

Ability: Ability to read and interpret blueprints, drawing, and plans, ability to enforce regulations firmly, tactfully, and impartially, ability to establish and maintain effective and harmonious working relationships with town officials, the public and members of the building community, ability to communicate effectively in written and oral form, ability to prioritize multiple tasks and deal effectively with interruptions, ability to operate standard office equipment, ability to understand court procedures related to building and zoning issues.

Skills: Excellent customer service and organizational skills.

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.

Regularly required to move about and traverse uneven terrain, positions self to view and inspect construction worksites; uses or operates objects, tools, or controls, and picks up objects and small equipment. Ability to access all areas of construction sites; ability to ascend/descend ladders and stairs. May lift and/or move objects weighing up to 30 pounds. May frequently spend extended periods of time in one position. Ability to detect odors, noise; and distinguish colors. Ability to drive motor vehicle.

(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.)