

Town of West Tisbury, MA

POSITION: Building Inspector/Zoning Enforcement Officer
DEPARTMENT: Building

GENERAL SUMMARY

Performs administrative and inspection work related to the enforcement and interpretation of the State Building Code, the state Architectural Access Board, the local Zoning by-law, and other applicable regulations.

ESSENTIAL DUTIES AND FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Examines and reviews plans for building construction or alteration to determine compliance with State codes, local zoning by-laws, and other applicable regulations.
2. Reviews and approves or denies applications for building permits.
3. Enforces local regulations and state statutes pertaining to Planning Board and Zoning Board of Appeals special permits.
4. Reviews and monitors licensing and insurance status of contractors.
5. Issues permits when requests are in compliance with all applicable regulations and advises those applicants that do not comply the reason for the denial.
6. Enforces rulings of the Historic District Commission.
7. Inspects new buildings and alterations to buildings under construction and upon completion, and repair and alteration work for conformity with structural requirements, approved plans and zoning restrictions.
8. Issues certificates of occupancy for new construction.
9. Responsible for administration and enforcement of handicapped accessibility requirements in accordance with Massachusetts General Laws.

10. Investigates and attempts to resolve complaints from property owners, issues all necessary notices and orders when violations are verified.
11. May have to prepare documents and evidence to be presented at District, Superior and Land Court hearings and trials; testifies on behalf of the town in cases related to building and zoning regulations.
12. Advises Town officials and boards on problems relating to the state building codes and town zoning by-law.
13. Issues permits and inspects all wood stove installations in the town for compliance with state code requirements.
14. Reviews applications and issues permits for signs as appropriate for compliance with the zoning by-law; inspects all permitted signs after installation.
15. Assists applicants with the application process; responds to requests for information related to codes and procedures; responds to questions from property owners, banks, real estate firms, and the general public relating to the construction, location, use and occupancy of buildings and structures.
16. Oversees administrative functions of the Building Department; acts as department head.
17. Supervises and is responsible for the inspection work of Wiring Inspector, Gas Inspector and Plumbing
18. Maintains records and prepares required reports.
19. Maintains records of inspections and collects permit fees for the town.

SUPERVISION

Works under the policy and administrative direction of the Board of Selectmen in accordance with applicable provisions of the Massachusetts General Laws and town by-laws.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

High school diploma supplemented by vocational training; five years of progressively responsible experience in building construction or design, or an equivalent combination of education and experience in accordance with Massachusetts General Laws.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Thorough knowledge of the following: State Building Code; town zoning by-laws; the accepted requirements for building construction, fire prevention, light, ventilation and safe egress;
- Working knowledge of principles and practices of home and small-scale commercial construction, including the materials and methods used, and
- General knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure.
- Ability to enforce and interpret regulations firmly, tactfully and impartially; to read and understand architectural drawings and plans;
- Ability to understand court procedures related to building and zoning issues;
- Ability to interact appropriately with the general public and members of the building community;
- Ability to communicate effectively in oral and written form;
- Ability to operate a motor vehicle, and
- Ability to work in the field under varying weather conditions and periodic exposure to potential accidental injury.
- Skill in detecting code violations and persuading violators to correct them without resorting to legal action, and
- Requires excellent public relations and customer service skills.

Certifications and Licenses

Certification as Inspector of Buildings by the State Building Code Commission; Valid construction Supervisor's License; Valid Massachusetts Drivers License and a readily available vehicle. Participation in continuing education provided by the Board of Building Regulations and Standards to maintain certification.

Tools and Equipment Used

Equipment operated includes standard office equipment, hand tools and an automobile.

Physical Demands

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.

Work performed in the office requires minimal physical effort. Moderate physical effort is demanded when making inspections. The employee is required to stand, walk, sit, speak and hear, use hands to operate tools and equipment, climb or balance, reach with hands and arms, kneel, crouch or crawl, and have the agility to access all areas of construction sites. Vision requirements include the ability to read routine and complex documents and view a computer monitor. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in typical office conditions and in the field with exposure to outdoor weather conditions and the hazards associated with construction sites, when performing field work. The workload may require the employee to perform duties on weekends and to attend evening meetings; the employee may respond to emergency situations.

The employee has frequent contacts requiring perceptiveness and discretion with the general public, other town departments and boards, state inspectors, members of the building community, attorneys, insurance companies, banks and mortgage companies, and property owners. Contact is in person, by telephone, fax, and in writing. The employee has access to department-related confidential information and legal proceedings. Errors could result in personal injury, injury to others, delay or loss of service, damage to buildings or equipment, monetary loss and legal repercussions.

The employee is exposed to some mental stress due to need for attention to details and deadlines.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.