

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:

BUILDING INSPECTOR/ZONING ENFORCEMENT OFFICER

DEPARTMENT NAME:

BUILDING DEPARTMENT

FLSA STATUS:

Exempt: ☒
Non-Exempt: ☐
Hours worked per week 27

EMPLOYEE TYPE:

(see General By-Laws Personnel Administration Plan for definitions)

Salaried ☒ Regular Part-Time ☒ Casual Part-Time ☐
Regular Full-Time ☐ Supplemental Part-Time ☐ Temporary ☐

REPORTS DIRECTLY TO (INDICATE JOB TITLE):

Town Administrator

I. JOB SUMMARY - Briefly describe the primary function of this job.

The Building Inspector serves as the Inspector of Buildings/Building Commissioner. Performs professional, technical and inspectional work related to the enforcement and interpretation of the Massachusetts State Building Code 780 CMR, the Zoning By-laws of the Town and other applicable codes of the commonwealth relating to building/structures, construction and design and all other related work as required.

II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Under the general direction of the Town Administrator and the Select Board, the building inspector shall be responsible for administering all provisions of the State Building Code, and for enforcing the state and Sherborn Zoning By-Laws, Rules and Regulations.
2. Receive and examines plans and specifications submitted by contractors, builders, owners and others for approval of proposed building use or construction, reconstruction, repair or alterations. Determines compliance of applications and plans with code requirements; issues related permits; makes field inspections to determine that the use or work is consistent with applications or plans and with code requirements; issues violation notices and assists in related legal actions as required.
3. Administers and enforces Sherborn Zoning By-laws according to Chapter 40A of the General Laws, involving the use, construction, erection, movement, repair, occupancy, etc., of buildings and structures and the use and occupancy of all land in Town.
4. Assists the Town Administrator; Select Board and other Town officials in construction, reconstruction, installation, demolition, maintenance and repair activities involving work of municipal buildings or facilities.
5. Maintains close liaison with Select Board, Town Administrator, DPW Director and Director, Superintendent of Schools and others regarding plans and condition of Town buildings. Assists in determining the capital needs of buildings and prepares a capital improvements program. Reviews building contracts, building projects and expenses incurred by contractors, architects, engineers, and material supply companies involving any work on Town owned buildings or facilities.

6. Conducts periodic inspections relating to life and fire safety of public buildings, schools and places of assembly for compliance and issues annual Certificates of Inspection.

7. Performs administrative functions; issues building permits; sends out zoning violation notices and orders; writes and files inspection reports; responds to requests for information; maintains a permanent record of permits and building plans.

8. Performs other similar or related duties as required or as a situation may dictate.

9. Supervises supplemental paid-time staff, and on-call inspectors.

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Education and Experience – In accordance with the provisions of M.G.L. Chapter 143 Section 3:

Inspector of Buildings/Commissioner shall have at least five years of experience in the supervision of building construction or design, or an alternate four-year undergraduate degree in a field related to building construction or design, or any 5-year combination of education and experience.

Additional Requirements - State certification as a Building Official; valid Construction Supervisors License; and a valid Massachusetts motor vehicle operator's license. Periodic certification for Continuing Education Units as required by law to maintain the status of Building Official under the jurisdiction of the Massachusetts Department of Public Safety, and the Board of Building Regulations and Standards.

Knowledge, Ability, Skill – Thorough knowledge of the Massachusetts State regulations; knowledge of building construction, fire prevention, light and ventilation, building egress and all associated life safety issues pertaining to structures. Ability to read and understand drawings and plans; ability to communicate information to the general public; ability to enforce regulations tactfully and impartially; ability to communicate effectively in written and oral form; ability to understand and interpret Massachusetts General Laws and regulations; possess public relation skills.

Must have Extensive knowledge of construction trades, Town zoning regulations and state building codes.

Seven to ten years of progressively responsible experience in building trades, construction, supervision, and general contracting.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Fire Chief	Code requirements, Inspections, Emergency response	Frequently
Contractors	Code requirements, inspection scheduling and results, guidance	Frequently
Homeowners	Code requirements, inspection scheduling and results, guidance	Frequently
Designers	Code requirements, Zoning, Health Dept requirements, guidance	Frequently
Realtors	Code & Permit questions, Work done without permits, guidance	As Needed

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

Independently operates in daily operations of inspectional services and zoning enforcement. Refers to the Select Board and the Town Administrator for major policy and enforcement issues, and potentially controversial zoning questions.

Supervisory Responsibilities:

Part-time admin

Wiring & Plumbing/Gas Inspectors and Assistant Inspectors

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Administrative work is performed under typical office conditions in a multi-department shared office. Inspection and site investigation work is performed on a frequent basis in the field with exposure to weather conditions, loud noise and associated conditions with constructions sites, including exposure to potentially hazardous conditions and dangerous equipment and materials.

The Inspector/Commissioner possesses knowledge of and operates standard office equipment.

The Inspector/Commissioner works closely with contractors, homeowners, engineers, architects, attorneys, departments, commissions and boards which include but are not limited to the Fire/Police Departments, Board of Health, Conservation Commission, CM&D Department, Zoning Board of Appeals, Historic Commission and other Town officials and contacts as required in the performance of the job.

Minimal physical effort is required to perform administrative and office duties; moderate to heavy physical effort is required to perform field work including access to areas of construction and construction sites.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Town Administrator-Select Board

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB WRITERS SIGNATUREE:

DATE:

TOWN ADMINISTRATOR

PERSONNEL BOARD

DATE:

PERSONNEL BOARD

DATE

COMMENTS:

APPROVED 10-31-2023