

LOCAL BUILDING INSPECTOR

TOWN OF BILLERICA

The Town of Billerica seeks a Local Building Inspector to join its Building Department. Under the supervision of the Building Commissioner the Local Building Inspector will assist in enforcing Massachusetts Building Codes and Billerica Zoning By-Laws; issue and coordinate a wide variety of building permit applications for processing; communicate with people seeking permits to ensure they understand state building codes and local zoning requirements; perform site inspections as required; communicate with other Town departments to ensure coordination of requirements. The ideal candidate will have five or more years of experience supervising building construction or design, a two year associate's degree in field related to building construction or design, or combination of experience, education determined by the Board of Buildings Regulations and Standards to provide equivalent knowledge, ability. Certified as Local Building Inspector or ability to meet specified requirements to obtain certification within time limits set by Massachusetts State Building Code – 8th Edition (780 CMR R7), Section 110.R7.1.7. Resumes may be mailed to Town Manager, 365 Boston Rd, Billerica MA. 01821.

JOB DESCRIPTION LOCAL BUILDING INSPECTOR

Duties of the position:

1. Assists the Building Commissioner in enforcing the Massachusetts Building Code in accordance with job duties outlined in said Code.
2. Assists the Building Commissioner in enforcing the Town of Billerica Zoning By-Laws.
3. Serves as first contact for members of the public seeking building code and zoning information.
4. Receives, reviews and issues a wide variety of building permit applications, coordinating the processing of these permits and maintaining related records.
5. Communicates with people seeking permits to ensure they understand state building codes and local zoning requirements; communicates with other Town departments to ensure there is appropriate coordination of requirements and services offered; communicates with Building Commissioner to ensure that he is notified of appropriate issues as they arise.
6. Reviews Building/Zoning complaints; prepares documentation for their enforcement and follows up to ensure a resolution.
7. Visit building sites and inspect the construction to ensure compliance with state building codes and local zoning ordinances.
8. Responds to Police and Fire Emergency's outside of normal business hours as required.
9. Attends meetings outside of normal business hours as required.

Knowledge, skills and abilities:

1. Five or more years' experience supervising building construction or design or in the alternative, a two-year associate's degree in a field related to building construction or design, or any combination of experience and education determined by the Board of Buildings Regulations and Standards to provide equivalent knowledge and ability. Additionally, must have general

knowledge of accepted requirements for building construction, fire prevention, life safety, light, ventilation, as well as general knowledge of other equipment and materials essential for safety, comfort and convenience of occupants of a building or structure.

2. Certified as local building inspector or be able to meet specified requirements to obtain certification.
3. Knowledge of Local Zoning Ordinances and Zoning Act 40A.
4. Preferred professional training in architectural design standards.
5. Ability and willingness to keep up-to-date with technological and code changes.
6. Knowledge and ability to utilize personal computer (PC) software programs, and the ability to become proficient in the use of permitting software programs.
7. Ability to prepare acceptable administrative forms, reports and documentation.
8. Strong communication (oral, written, graphic) skills with the ability to interact calmly, firmly, and effectively to uphold zoning laws and code requirements.
9. Physical agility to perform inspections as required at construction sites.
10. Valid MA Driver's license.

Salary: \$74,768.67 Hours: 37.5 hours per week