

TOWN OF NORWOOD

EMPLOYMENT OPPORTUNITY



Title: Local Building Inspector/Sealer of Weights & Measures
Department: Building Department, Norwood Town Hall
Status: FLSA Non-Exempt, 40 hours per week, non-union position
Salary: Grade M11, \$1,315.52-\$1,395.18/Weekly (*salary range exceeds the hiring range*)

General Summary: The purpose of this position is to perform administrative, supervisory, work verifying all types of scales and meters within the Town, and inspection work related to the enforcement and interpretation of state building codes, local zoning bylaws, Massachusetts General Laws, and all other applicable regulations; all other related work as required.

Essential Job Functions:*

- Receives applications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structure within the town. Performs inspections. Assures the enforcement and compliance with the provisions of the state building code, the town's zoning bylaws, and Massachusetts General Laws.
- Examines plans, checks for compliance with codes, and makes interpretations. Acts on any question relative to the mode or manner of construction and materials to be used.
- Inspects items, products, packages, goods; motor fuel, firewood, fuel oils or propane; taxi and vehicular meters; containers used to sell milk, cream, frozen desserts, ice cream, and other viscous materials; other weighing devices; all pharmaceutical weights or liquid measures; and, anything else covered under the provision of the MA General Laws and Acts.
- Investigates complaints relating to violations; assures proper compliance. Issues citations following violations, under the civil enforcement process, for violations of weights and measures laws. Issues seals, approvals and permits as required.
- Appears in court to represent the Town relative to building code matters, plumbing, gas, wiring, and zoning code matters, and weights and measures matters.
- Prepares and files reports and records. Responds to correspondence and telephone calls. Issues all necessary notices or orders to ensure compliance.
- Inspects and certifies specified use groups. Periodically inspects and certifies buildings and structures or parts thereof in accordance with Table 106 of the MA state building code.
- Enforces provisions of 780 CMR, 521 CMR Architectural Access Board and any other state statutes, rules and regulations, or ordinances or bylaws.

Minimum Requirements:*

- High school education and a minimum of five years of experience in the supervision of building construction or design; or, Associate's degree in a field related to building construction/design; or, Any equivalent combination of education and experience. Bachelor's degree preferable. Municipal experience desired.
- Certification by the Massachusetts Board of Building Regulations and Standards as a Local Inspector; Certification as a Sealer of Weights & Measures by the Massachusetts Division of Standards; Ability to maintain both certifications in accordance with Mass. General Laws; or, ability to obtain both certifications within a timeframe indicated by the Town. Possession of a valid motor vehicle operator's license.
- Complete working knowledge of standard requirements for building construction, fire prevention, light, ventilation and safe egress, as well as other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure
- Thorough knowledge of all state laws, regulations, policies and standards related to building inspections
- General working knowledge of digital computing scales and gasoline meters

**This posting is not meant to be inclusive of all job duties or qualification requirements. Complete job description is available by emailing the contact below.*

Interested Town of Norwood employee candidates, meeting the qualifications and expectations as noted above, should submit a cover letter and resume to the email address listed below no later than Friday, February 21, 2020 at 4:00PM.

Please reference Requisition #2019-017 on all materials:

Molly Kean
Human Resources Director
jobs@norwoodma.gov