

LOCAL BUILDING INSPECTOR

The Town of Mashpee Building Department seeks applicants for a full time Local Building Inspector; \$30.07/hour – \$32.77/hour to commensurate with qualifications and experience. This position works 40 hours/week, 8:30am – 4:30pm, Monday-Friday. Position open until filled.

Minimum Requirements: Must meet the requirements to be a Certified Massachusetts Local Inspector in accordance with 780 CMR 110.R7; or successfully complete and pass the certification examination process within eighteen (18) months from the date of appointment as a local inspector; must maintain certification as a local inspector; be licensed in accordance with 780 CMR 110.R5 and at least five years of experience in the supervision of building construction or design or an alternative two-year associate degree in a field related to building construction or design; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Must possess a valid MA (class D) driver's license. Must successfully pass a comprehensive background check.

Responsibilities: Reviews and processes building permit applications, responds to, investigates and takes appropriate action regarding complaints or issues involving building, zoning by-law and general by-law violations. Makes inspections of building construction and enforces codes as required. Provides customer service by working with the public either on the phone, at the counter or in the field.

Comprehensive benefits package includes Town contribution of 75% towards the cost of health insurance, defined benefit pension program, generous vacation package, life/dental/vision plan options, as well as deferred compensation plans. Further information can be found on the Human Resources Department Employee Benefits webpage at mashpeema.gov.

In order to be considered, a fully completed original Employment Application is required (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov). The original application must be submitted to:

Mashpee Town Hall, Human Resources Department
16 Great Neck Road North
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Search Reopened: April 22, 2022

Updated: February 2, 2023

LOCAL BUILDING INSPECTOR – JOB DESCRIPTION
BUILDING DEPARTMENT
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

The purpose of this position is to serve as the Local Building Inspector and to review and process building permit applications, respond to, investigate and take appropriate actions regarding complaints or issues involving building, zoning by-law and general by-law violations. Provide customer service by working with the public either on the phone, at the counter or in the field. The Local Building Inspector will interact with various department heads and town officials. S/he will enter permitting information into the town's data base. S/he will support the mission of the Building Department. S/he is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The Local Building Inspector reports directly to the Building Commissioner.

SUPERVISION

Supervision Received: Works under the general direction of the Building Commissioner; follows established building, zoning and related codes and bylaws; all code enforcement is subject to review by the Building Commissioner and the State. The position is subject to review and evaluation according to state certification requirements and the Town's personnel policies and procedures.

Supervision Given: Acts as the Assistant Department Head when the Building Commissioner is on authorized leave, or when authorized by the Building Commissioner, to guide, assist and help direct the staff relating to the everyday operation of the department.

JOB ENVIRONMENT

Work is performed in the office, and within a full range of land development, construction, wetlands and waterway environments, and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade, and is exposed to heavy equipment and other construction site noises; usually noise levels are moderate to loud; when working out of doors tasks are performed in most weather conditions; office work entails meeting with customers to process permits, assisting customers at the office, answering the phone, answering questions, providing information, attending internal coordination meetings, and communicating regarding pending proposals, projects, applications, permits, development, construction, and use and non-compliance matters.

Makes frequent and periodic contact with other departmental staff, other town officials, contractors, property owners, architects, engineers, lawyers, fire personnel; communication is frequently in person, by telephone, fax, email, certified mail and in writing; contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

Must be able to enforce regulations firmly and impartially.

Requires the operation of a motor vehicle, cellular phone, measuring devices, microcomputers, copiers, facsimile machines, and other standard office equipment.

Work is conducted in accordance with departmental policies and procedures, unusual cases are referred to the Building Commissioner.

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.]

1. Enforces the Building Code, Architectural Access Code, related codes and the Town's Zoning and General Bylaws; supports and/or assists others within the department in their actions to bring about compliance with other Town and state regulatory requirements.
2. Inspects all public buildings as required.
3. Inspects safety conditions of existing buildings, including egress facilities.
4. Inspects places of assembly and public buildings annually.
5. Calculates fees for and issues building permits in coordination with other regulatory requirements.
6. Receives and reviews proposed building and related construction plans in a timely manner.
7. Discusses construction methods and materials with the public, builders, architects, engineers and developers in order to ensure compliance with applicable codes and regulations.
8. Explains procedures and assists applicants in completing required forms.
9. Responds to inquiries from property owners, banks, real estate firms and the public.
10. Assists the public, be it at the counter, answering the phone or in the field.
11. Evaluates and may authorize contractor's changes in approved building permit applications and or plans.
12. May issue building permits; certificates of inspection, notices of violation, stop work orders, certificates of use and occupancy permits.
13. Oversees and inspects construction work in progress to assure conformity with building code requirements, Town regulations and permits.
14. Receives complaints of code and zoning violations; investigates complaints and takes corrective actions as necessary and appropriate.

15. Works closely with and may provide technical consultation to the Town Planner, the Conservation Agent, other building officials, fire officials, the Shellfish Constable, the Harbormaster, and the Town Manager as required and or requested.
16. Provides input and analysis for meetings, hearings, legal cases, etc. relative to building inspection, regulation, statute, by-law etc.
17. Reviews regulations and procedures, and may recommend changes.
18. Prepares and assists with the preparation of various reports for state, local and federal agencies; assists with maintaining departmental records in accordance with all applicable laws, regulations or policies.
19. Submits and provides for the development and submission of pertinent information for use in the Town's website.
20. Prepares and maintains written records and files of issued permits, inspections, property reviews and related matters both manually and electronically.
21. Authorized to act and to respond to off-duty emergency calls in the absence of the Building Commissioner.
22. May serve/attend various board and/or committee meetings as designated by the Building Commissioner.
23. Maintains confidentiality of department records and information on a "need to know basis."
24. Performs other similar or related duties as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications. Errors in judgment or omissions could result in delay in service, personal injury, monetary loss and or rework, potential liability and compromise public safety.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Must meet the requirements to be a Certified Massachusetts Local Inspector in accordance with 780 CMR 110.R7 or successfully complete and pass the certification examination process within eighteen (18) months from the date of appointment as a local inspector; must maintain certification as a local inspector; be licensed in accordance with 780 CMR 110.R5 and at least five years of experience in the supervision of building construction or design or an alternative two-year associate degree in a field related to building construction or design; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Must have strong interpersonal and

customer service skills and must demonstrate the ability to interpret and enforce regulations with tact and impartiality. In addition, such person shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements of building construction, fire prevention, light, ventilation and safe exits; and a general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Computer skills necessary to use permitting and inspection software.

Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of standard building construction requirements including fire prevention, light, ventilation and safe egress; must have and maintain an extensive knowledge of applicable statutes, bylaws, regulations, codes, and policies.

Skills: Good verbal and written communication skills; diplomatic and/or blunt as appropriate to bring about code compliance and in taking enforcement actions; good to excellent skills in working with numbers, blueprints, development plans, construction methods and numerous details. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Have a strong ability to read, understand, interpret and appropriately apply a broad range of applicable specifications, laws, policies and procedures; to perform and apply accurate mathematical calculations in the review of architectural and building plans; to recognize, understand and work with Town wide priorities; to identify, analyze and make useful recommendations regarding complex issues; to work diplomatically and effectively with diverse customers; an ability to work effectively with others; ability to follow instructions from the Building Commissioner.

Physical Requirements: Required to meet with applicants and the public standing at a counter or sitting in a conference location; drives to various job locations, walks, climbs, stands, talks and listens; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms. Sits to process office paper work. Must occasionally lift and/or move up to 30 pounds; specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and at an efficient speed; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Special Requirements: Must wear protective clothing and equipment according to OSHA guidelines on some job sites is required. Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Must successfully be able to complete a comprehensive background investigation and criminal record check. Must be able to successfully pass a one (1) year probationary period. Must be able to provide proof of eligibility to work in the United States.

[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.]

Adopted: March 22, 2018
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