



# TOWN OF NORTON

MUNICIPAL CENTER

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Michael D. Yunits  
Town Manager

## TOWN OF NORTON EMPLOYMENT OPPORTUNITY

### PART-TIME LOCAL INSPECTOR

The Town of Norton seeks qualified applicants for its Part-Time Local Inspector position. Working under the administrative direction of the Building Commissioner, responsibilities include but are not limited to assisting the Building Commissioner in enforcing the provisions of 780 Code of Massachusetts Regulations (CMR) R7, the Town's Zoning Bylaw, and any other applicable Town Bylaws.

Please visit [www.nortonma.org](http://www.nortonma.org) for complete job description, minimum qualifications, and submission requirements. This position will remain open until filled. EOE.

Post: Town Hall Bulletin Board (07-26-23)  
Town Web Site ([www.nortonma.org](http://www.nortonma.org))  
The Beacon ([www.mma.org](http://www.mma.org))  
SEMBOA ([www.semboa.org](http://www.semboa.org))

pc: Select Board

TOWN OF NORTON

**Part-Time Local Inspector  
Inspectional Services Department**

APPOINTING AUTHORITY: Town Manager.

SUPERVISION: Works under the general supervision of the Inspector of Buildings/Building Commissioner.

RATE OF PAY: \$25.00 - \$30.00 Hourly

HOURS OF WORK: Up to eighteen (18) hours per week. Schedule will be set by the Inspector of Buildings/Building Commissioner and, to the extent possible, at mutually convenient times.

GENERAL: Works under the administrative direction of the Building Commissioner. Responsibilities of this part-time position include, but are not limited to:

Assists the Inspector of Buildings/Building Commissioner in enforcing the provisions of 780 Code of Massachusetts Regulations (CMR) R7; enforces the Town's Zoning Bylaw and any other applicable Town Bylaws.

Performs highly responsible duties of a technical nature requiring the exercise of considerable judgment in the application and interpretation of building codes, zoning bylaws and other applicable regulations. Errors could result in damage to property, endanger public safety, have legal and/or financial implications, and cause adverse public relations.

Confers with builders, architects, engineers, property owners and the general public regarding construction requirements, application of the zoning bylaw, and other related matters.

Reviews applications and plans for building construction or alteration to determine compliance with state codes, local zoning bylaws, and other applicable regulations; inspects buildings and alterations to buildings, under construction and upon completion, to monitor compliance with and to enforce the building code, zoning bylaw, and other state and local regulations prior to the issuance of permits; maintains associated logs and inspection records.

Inspects safety conditions of existing buildings, including egress facilities; inspects places of assembly and public buildings annually.

Issues certificates of inspection, notice of violation, and stop work orders.

Office duties are performed under typical office conditions; frequent inspection work is conducted in the field with exposure to various weather conditions and the hazardous conditions associated with construction sites.

## RECOMMENDED MINIMUM QUALIFICATIONS

**Education and Experience:** High school graduation and, in accordance with the provisions of MGL Chapter 143, Section 3, and Section 105.4 of the State Building Code, the local inspector shall have had at least five years' experience in the supervision of building construction or design or in the alternative a two-year Associates Degree in a field related to building construction or design, or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the Board of Building Regulations and Standards (BBRS).

The local inspector shall be certified by the BBRS in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors. Current certification is highly preferred. If not currently certified as a Local Building Inspector, the successful candidate must obtain such certification within 18 months of appointment.

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

The ability to interpret, apply, and enforce building codes and zoning laws; excellent interpersonal and communication skills; valid MA Construction Supervisor license; valid driver's license.

**Knowledge:** Thorough knowledge of the materials and methods of building construction and of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations, ordinances and bylaws. Ability to interpret and enforce regulations firmly, tactfully, and impartially.

**Ability:** Ability to deal appropriately with the general public and members of the building community. Ability to communicate effectively in written and oral form. Ability to read and interpret blueprints, drawings and plans. Ability to enforce regulations firmly, tactfully and impartially. Ability to maintain accurate records.

**PHYSICAL REQUIREMENTS:** This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of construction site. Frequently required to walk or stand for long periods of time. Ability to use hands to handle, finger, feel or operate objects, tools or controls and reach with hands and arms. Able to climb, stoop, kneel, crouch, crawl and smell. Frequently required to lift and move up to thirty pounds. Specific vision requirements include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Ability to operate keyboard.

**TO APPLY:** Qualified candidates should submit a cover letter, Employment Application, and resume with the subject line "**Local Inspector Position**" as follows:

Hard Copy: Michael D. Yunits, Town Manager  
Norton Town Hall  
70 East Main Street  
Norton MA 02766

Electronic Submission: [myunits@nortonmaus.com](mailto:myunits@nortonmaus.com)

**No phone calls please. Position will remain open until filled.**