



Board of Selectmen

65 North Main Street
West Bridgewater, MA 02379
Telephone (508) 894-1267
Fax (508) 894-1269

PART-TIME LOCAL INSPECTOR

Position:	Local Inspector
Department:	Building Department
Appointing Authority:	Board of Selectmen
Reports to:	Town Administrator
Salary:	\$26.00-\$27.99 DOQ
Hours a week:	19 Hours per week
Benefits:	Benefits package including paid vacation time, paid sick time.
Applications Due:	Applications should be submitted to Linda Torres, Assistant Town Administrator/HR Director either by email to ltorres@wbridgewater.com , or by mail to 65 North Main Street, West Bridgewater, MA 02379. Applications will be accepted until position is filled, and preference given to those submitted by October 20, 2023 and to applicants that are Certified Local Inspectors.

Definition:

Inspection work related to the enforcement and interpretation of the Massachusetts State Building Code (780CMR), the Zoning Act (MGL 40A), the West Bridgewater zoning by-law, the Architectural Access Board Regulations (MGL Chapter 22 Section 13A), and other applicable regulations; all other related work as required.

Supervision:

Works under the administrative direction of the Building Commissioner and in accordance with applicable provisions of the Massachusetts General Laws and local by-laws.

Performs varied and responsible functions of a technical nature requiring considerable independent judgment in the application, interpretation, and enforcement of building codes, zoning ordinances and other applicable regulations.

Job Environment

Administrative work is 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.

Operates an automobile, computer and standard office equipment.

Makes constant contacts requiring perceptiveness and discretion with the general public, town departments and boards, members of the building community, property owners, and state, federal and local officials. Contact is in person, by telephone, by email and in writing.

Has access to department related confidential information including bid proposals, department personnel records, lawsuits and criminal investigations and complaints, as well as personal information about citizens' property.

Is expected to make and promptly keep all appointments for inspections and office visits and to coordinate with the Building Department administrative staff as needed in an effort to serve the public in a professional and efficient manner.

Errors in either technical application of recognized building procedures, or in the interpretation of related data could result in damage to property, endanger public safety, have financial and/or legal implications, and cause adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only to be 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.)

Enforces the provisions of the Massachusetts State Building Code, Town's Zoning By-Laws and Architectural Access Board Regulations (MGL Chapter 22 Section 13A); enforces the regulations and requirements of special permits issued by the Zoning Board of Appeals, the Planning Board, and all other applicable statutes, rules and regulations.

Enforces all of the provisions of the basic building code and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, uses, occupancy and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements.

Investigates complaints of alleged violations and takes appropriate action, such as the issuance of cease and desist orders or the filing of criminal complaint in district court.

Advises the Board of Selectmen as to various license requests and violations. Annually reviews the conditions of all premises licensed by the Board of Selectmen and reports to the Selectmen with findings and recommendations. Works cooperatively with the Planning Board, Zoning Board of Appeals, Board of Health, Conservation Commission and any other Board or Commission or Department Head to insure that all are concurrently working towards the same purpose.

Responds to off-duty emergency calls at the request of the Fire or Police Departments.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Must be certified as a Local Inspector by the Board of Building Regulations and Standards (BBRS) in accordance with M.G.L. Ch. 143, Sec 3 and the Regulations of the BBRS.

Special Requirements:

Possession of a Massachusetts Class D Motor vehicle operator's license required. Massachusetts Construction Supervisor's License and State Certification as a Local Inspector required in accordance with 780 CMR 110 R.7 attached for reference.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the quality and strength of materials and methods of building construction, fire prevention, light, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. And a thorough knowledge of the state building code, local zoning by-laws and other applicable state statutes, rules and regulations, etc.

Ability: Ability to read and interpret technical information, Massachusetts General Laws and regulations and engineering criteria and design information and to communicate information to the general public. Ability to read and interpret blueprints, drawings and plans. Ability to enforce regulations firmly, tactfully and impartially. Ability to deal appropriately, professionally and timely with the general public and members of the building community. Ability to communicate effectively orally and in writing.

Skills: Skill in the operation of various tools necessary for performing the job duties. Ability to utilize a computer proficiently and various other office equipment available for performing administrative duties required of the position. Excellent public relations skills and supervisory skills.

Physical Requirements:

This position requires frequent light to moderate physical effort while incumbent is performing inspections. Incumbent must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. While performing the duties of this position, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Performance of the essential functions may also require incumbent to climb or balance; stoop, kneel, crouch, or crawl; and smell. Frequently required to lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)