

**TOWN OF TRURO
JOB DESCRIPTION
INSPECTOR OF BUILDINGS/BUILDING COMMISSIONER**

Title: Inspector of Buildings/Building Commissioner

Classification Grade: Grade 14

Reports to: Town Administrator

Salary Basis (Annual):
(Liuna Union)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
fy14	\$61,205.85	\$64,787.35	\$68,369.90	\$71,954.54	\$75,538.14	\$79,057.65

Weekly Hours:

Average work week is forty (40) hours.

Job Environment.

Works under the administrative direction of the Town Administrator.

Provides administrative, supervisory and inspection work in connection with the enforcement and interpretation of the Massachusetts State Building Code (780 CMR), the local zoning bylaw including site plan review, the Cape Cod Commission Act, MGL Ch. 143, and other applicable regulations pertaining to issuing and enforcing building regulations, to ensure the safety, health and general welfare of the public.

Work is performed in a typical office setting, as well as in the field, with inspection-related work conducted in remote field locations with exposure to various, and potentially harsh, weather conditions.

Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and be willing to lend assistance where needed.

Communicates clearly and effectively, both orally and in writing, in the English language; reads and understands complex maps and plans.

Operates standard office equipment, including computer, calculator, copier, facsimile and other similar office-type equipment. Uses standard word processing and spreadsheet software.

Maintains extensive and frequent internal and external contacts at all levels involving a high degree of diplomacy, tact, judgment, timing and persuasion. Externally, deals with the public, interest groups, attorneys, engineers, developers, consultants, and federal, state and local officials. Internally, coordinates as necessary with Town Departments and multi-member bodies in the performance of assigned duties.

Specific Duties.

The essential functions 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.

In conformity with all applicable local, state and federal laws, rules and regulations, the Inspector of Buildings/Building Commissioner shall be responsible for the following duties to be performed in an efficient and professional manner.

1. Examines plans for building construction or alteration to determine their compliance with the state building code (780 CMR), Zoning Bylaw or other applicable regulations; and issues applicable permits for the construction, reconstruction, alteration, repair, addition, demolition, removal or change of use or occupancy of buildings and structures.
2. Inspects the premises, and performs field inspections, for which such permits have been issued for conformity with structural requirements, approved plans, safety and zoning restrictions, other applicable laws, rules and regulations, and to enforce compliance with the provisions of the state building code.
3. Issues Use and Occupancy Permits once construction is complete and complies with the state building code and other applicable codes and/or regulations.
4. Periodically inspects certain buildings and structures for safety and issues Certificates of Occupancy and Certificates of Inspection.
5. Investigates zoning complaints, issues necessary notices and orders when violations are verified. Prepares documents and evidence to be used in the courts when violations have been verified.
6. Serves as the Zoning Enforcement Officer for all Truro zoning bylaws, the Zoning Act and other applicable codes and regulations.
7. Enforces conditions rendered by the Zoning Board of Appeals and the Planning Board whenever a variance or special permit is issued, as well as any applicable conditions issued by the Conservation Commission and Board of Health.
8. Oversees the day-to-day operation of the Building Department. This includes, but is not limited to, the preparation and administration of the department budgets, compiling all monthly building data, responding to all communications, keeps all records and files in an orderly fashion for court requests, public information and review, and prepares all regular or special reports; directs all departmental activities, including issuance of permits, notices, certificates, correspondence, stop-work orders, and placards; and assigns, trains and evaluates all departmental administrative and inspection personnel.
9. Inspects, reviews and issues permits for the installation of swimming pools, wood or coal-burning stoves, gazebos, sheds and fences. Inspects for code compliance upon completion of installation.
10. Ensures compliance with the National Flood Insurance Program regulations and mandates. Works with the Town's Conservation Commission to satisfy safe construction and

compliance with orders of conditions under the Wetlands Protection Act and the Rivers Act.

11. Reviews all subdivision plans for compliance with Planning Board conditions.

12. Works with the County and Town Health Agents in the operation of a program of inspections and examinations to ensure safe sanitary conditions for the public.

13. Serves as Alternate Agent to the Board of Health.

14. Attends meetings and seminars as necessary to effectively carry out responsibilities, and to maintain certification in accordance with 780 CMR R7.

Qualifications.

The Inspector of Buildings/Building Commissioner shall be appointed on the basis of educational and professional qualifications, and must possess the following, in addition to specifics noted above:

1. Must be certified as a Massachusetts Inspector of Buildings/Building Commissioner, or

Certification as a Massachusetts Local Inspector subject to qualifying and passing all required examinations for the Building Commissioner Certificate as outlined in 780 CMR, 110.R7.1.7.4 Conditional Appointees.

Must possess the necessary knowledge of zoning enforcement and regulation.

2. Must be able to enforce and interpret regulations in a fair, firm, tactful and impartial manner.

3. Must have the ability to work independently, be dependable, and exhibit a good work attitude.

4. Must have a general knowledge of computers and Microsoft Office programs.

5. Must possess a valid Massachusetts Class D driver's license.

(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.)