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## Town of Harwich, Massachusetts

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**Position Title:** Local Building Inspector

**Department:** Building

### Statement of Duties

Provides general assistance to the building commissioner by receiving applications and issuing permits to construct, improve, move and demolish buildings and structures within the town; reviews plans for conformance with all building and zoning codes.

### Essential Functions

*The essential function or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

1. Makes on-site inspections of buildings under construction to assure compliance with the state building code and conducts inspections of existing structures to assure continued conformance.
2. Enforces building and zoning codes through proper enforcement actions.
3. Interprets building and zoning codes to builders, contractors, developers, architects and others and advising them on proper procedures to follow.
4. Reviews applications and plans for special permits, and Inspects sites such as: Proposed swimming pools and signs.
5. May issue stop orders or direct corrective action upon finding that work is in violation of a code or law.
6. Prepares and submits periodic and special reports covering work activity.
7. May oversee percolation tests, collect fees and record data; may act as town coordinator of right-to-know law.
8. May perform other related duties of the class, as required.
9. Investigates complaints related to building and zoning issues.

### Supervision

Incumbent receives general supervision from a building commissioner who coordinates inspectional services for the town. Inspection methods and actions are determined by the incumbent who carries out a series of Inspections according to standard practices and existing codes and is expected to resolve them. Flagrant violations permit overrides, and unwarranted modifications to established requirements must be detected and reported. Work performed by incumbent is evaluated on its technical soundness. State and national codes are available and must be followed.

### Recommended Minimum Qualifications

#### Education and Experience

A candidate for this class of position should have an Associate Degree from an accredited institution in a field related to construction or design of buildings or should have received training in one or more building trade, plus not less than five years of experience in building construction or maintenance,

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Candidate must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

### **Knowledge, Skills and Abilities**

A candidate for this position should have:

- Considerable knowledge of building construction practices, procedure, materials and equipment;
- Considerable knowledge of state and local building codes;
- Knowledge of legal procedures relating to enforcement of applicable codes;
- Ability to read, understand and interpret technical documents, such as: blueprints, plans and technical specifications;
- Ability to make on-site inspections of construction, renovations and alterations and make judgments on compliance/non-compliance with applicable codes;
- Skill in diagnosing poor workmanship, materials and equipment;
- Ability to communicate effectively with others, both orally and in writing, and
- Skill in using tact and diplomacy in dealing with others.

### **Certifications and Licenses**

Must have or be able to obtain and maintain a valid Massachusetts motor vehicle operator's license. Must have current Local Building Inspector Certification from the State of Massachusetts, or the ability to obtain said certification within 18-months.

### **Tools and Equipment Used**

Equipment operated includes Computers, software, photography equipment, measuring instruments, calculator, fax machine and other general office equipment

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 25 pounds. Frequent light-to-moderate physical effort required while performing fieldwork; access all levels of a construction site and traverse rough or uneven terrain; must be able to distinguish colors and judge distance and spatial relationships.

### **Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves a great deal of travel within the community, where the Incumbent is expected to visit construction sites, tread over rough terrain and in unfinished buildings and structures for inspection purposes. There is a great deal of bending, stooping and crawling in cramped spaces and in climbing some heights to carry out work. Safety hazards exist, especially in unfinished structures, and precautions must be taken. Inspection takes place in all types of weather.

**External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**