



19 hrs.	Building Inspector – Part Time	Job Description	
<b>Direct Report</b>	Assistant Town Manager, Community Services	Grade	J
<b>Department</b>	Community Services	FLSA	Non-Exempt
<b>Division</b>	Building	Bargaining Unit	Non- Union
<b>Date</b>	September 2014	Location	Town Hall

**Summary**

Performs a variety of routine and complex technical work involved in the enforcement of State Building Code, Reading Zoning By-Laws, and other related codes and standards, through building inspections and other means.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enforces building related codes, including State Building Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as zoning, etc.
2. Performs on-site building inspections to ensure compliance with codes. Inspects footings, foundations, framing, mechanical systems, etc. Examines general framing and structure of buildings to ensure that corners are tied in place, trusses are tied down and set at proper distances, floor joists are set at right distances and proper spans, bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard.
3. Reviews building permit applications, and issues building and occupancy permits as appropriate. Takes corrective action as needed; issues stop work orders, correction notices, and citations; and performs follow-up inspections to ensure compliance.
4. Maintains records of building and inspection activity, and completes related reports.
5. Assists in researching and investigating problems and complaints regarding commercial and residential buildings, building construction, and code compliance. Examines buildings reported as unsafe. Responds to complex and sensitive building issues.
6. Assists in resolving complex and sensitive customer service issues, either in person, by telephone, or in writing. Maintains records and documents of customer service issues and resolutions.
7. Enforces all aspects of the Zoning By-Law, General By-Laws, and Sign By-Laws. Attends all meetings of the Zoning Board of Appeals (ZBA) and the Sign Review Board. Assists the Boards as needed, and provides required information and interpretations. Reviews zoning requests, schedules ZBA applications, and assists at public hearings.
8. Orders the discontinuance of illegal use of land, buildings, or structures.
9. Inspects and certifies public and private schools, day care centers, and places of assembly.
10. Reviews proposed subdivisions for code compliance.
11. Assists new business owners and inspects new business sites.
12. Interacts with Public Safety, Engineering, Planning, and other departments as needed, as well as the Board of Health. Consults with the Fire Department and the Conservation Administrator on code related issues.
13. Follows up on all legal matters, including writing enforcement orders, tickets, and enforcing those matters that require a resolution in court.
14. Investigates violations of Zoning and Building Codes.
15. Provides direction and supervision to the Plumbing & Gas Inspectors and Electrical Inspectors on a daily basis.
16. Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance. Refers appropriate cases to other jurisdictions including the Conservation Administrator, Planner, engineering, and others.
17. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
18. Oversees work of contractors and ensures that all work is performed in a safe, professional, and neat manner and in compliance with all codes.
19. Responds to emergencies as needed.
20. Answers phones and performs various clerical or administrative tasks as necessary.
21. Performs other duties and works on special projects as assigned or directed.



## Building Inspector/Zoning Officer, Cont.

### 22. Peripheral Duties

1. Performs the duties of a Plans Examiner, or a Mechanical, Plumbing, or Electrical Inspector as needed and qualified.

### Supervisory Responsibility

1. Provides direct supervision to the Assistant Building Inspector, Mechanical Inspectors, Mechanical Inspectors (part-time), Zoning Enforcement Officer (part-time), and temporary or other staff as assigned.
2. Supervisory responsibilities include interviewing and selection, training and development, counseling and discipline, scheduling, terminating, evaluating performance, and recommending pay increases.

### Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Problem Solving	Commitment to Safety
Technical Expertise/Knowledge	Discernment/Judgment	Negotiation

### Work Environment

Some work is performed in an office environment. The noise level is usually quiet. Field work is performed at various inspection sites and involves occasional exposure to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. Occasionally works in high, precarious places and is exposed to wet and/or humid conditions. Work is frequently performed outside and involves exposure to all weather conditions. The noise level of field work is usually moderate to loud.

### Physical Demands

While performing the duties of the job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel, or operate objects, tools, or controls, reach with hands and arms, and operate a motor vehicle. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input, and the operation of equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for reading and viewing maps, blueprints, and other material for analytical purposes.

### Work Hours

This is a part time position with typical 19 hours per week, varied hours Monday through Friday with required availability for after normal hours of operation. Emergency on-call 24 hours a day required, with weekend availability if necessary.

### Minimum Qualifications

1. Graduation from high school or GED equivalent; and
2. Minimum of four (4) years of progressively responsible experience in general construction and related fields; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### Special Requirements

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment;
2. State Contractor's License required.
3. State Certification as a Building Commissioner required within 18 months of hire.



## Building Inspector/Zoning Officer, Cont.

### Additional Knowledge, Skills and Abilities

1. Thorough knowledge of, and skill in application of, State building codes, general construction codes, National uniform building codes, zoning, and land use applications;
2. Considerable knowledge of carpentry work and cement work;
3. Ability to effectively inspect buildings, enforce regulations, and explain such information to the public;
4. Ability to read and understand complicated plans and blueprints;
5. Ability to communicate effectively, orally and in writing;
6. Ability to establish and maintain effective working relationships with employees, supervisors, contractors, architects, engineers, building owners, volunteers, other governmental agency representatives, Town officials, and the general public;
7. Skill in the operation of computers and assigned software, including Microsoft Office, GIS, and permitting software;
8. Skill in the operation of various general construction tools and equipment.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

### Signatures

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_