

19 Hours	Building Inspector	Job Posting	
Direct Report	Community Development Director	Grade	J \$37.24 - \$46.31 Hourly
Department	Community Services	FLSA	Non-Exempt
Division	Building	Bargaining Unit	Non- Union
Date	May 2015	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. Enforces building related codes, including State Building Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as zoning, etc.

1. 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.
2. 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.
3. Maintains records of building and inspection activity, and completes related reports.
4. 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.
5. 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.
6. 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.
7. Orders the discontinuance of illegal use of land, buildings, or structures.
8. Inspects and certifies public and private schools, day care centers, and places of assembly.
9. Reviews proposed subdivisions for code compliance.
10. Assists new business owners and inspects new business sites.
11. 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.
12. Follows up on all legal matters, including writing enforcement orders, tickets, and enforcing those matters that require a resolution in court.
13. Investigates violations of Zoning and Building Codes.
14. Provides direction and supervision to the Plumbing & Gas Inspectors and Electrical Inspectors on a daily basis.
15. 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.
16. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
17. Oversees work of contractors and ensures that all work is performed in a safe, professional, and neat manner and in compliance with all codes.
18. Responds to emergencies as needed.
19. Answers phones and performs various clerical or administrative tasks as necessary.
20. Performs other duties and works on special projects as assigned or directed.

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Building Inspector Continued

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.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Building Inspector. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until June 15, 2015.

A full Job Description is available upon request

Judith Perkins

Human Resources Administrator

The Town of Reading is an Equal Opportunity Employer