

JOB DESCRIPTION

Job Title: Inspector of Buildings/Building Commissioner

Rate of Pay: As per Collective Bargaining Agreement

Hours of Work: As per Collective Bargaining Agreement (customarily Monday through Friday - 40 hours/week)

Supervisor: Town Manager

Minimum Requirements:

- Five years of experience in the supervision of a municipal inspection department, five years of experience in building construction or design, Bachelor's degree in a field related to building construction or design, experience as a zoning bylaw administration officer, or any equivalent combination of education and experience.
- Must be a licensed local inspector and be qualified to take the Building Commissioner test within 18 months; certification by the state as an Inspector of Buildings /Building Commissioner prior to employment is preferred.
- Must have a valid Motor Vehicle Operator's License and must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing.

Duties and Responsibilities: Include, but are not limited to:

- Administrative and inspection work related to the inspection services in the Town, including building, zoning, electrical, plumbing, gas, and for the enforcement and interpretation of state inspection codes, M.G.L. Chapter 40A, the local zoning bylaw, and other applicable regulations.
- Directly responsible for the supervision and operation of the inspection department clerical and inspection personnel.
- Directs all departmental activities (e.g. permit issuance, collection of fees, correspondence, complaints, stop work orders); administers departmental records and court requests.
- Develops and executes administrative policies and procedures for all assigned functions of the inspection department.
- Controls all construction, erection, repair, alteration, demolition, removal, and occupancy of all buildings and structures within the Town.
- Acts as Zoning Enforcement Officer, responsible for providing zoning determinations.
- Performs any other duties, as assigned.

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