

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Inspector of Buildings	<b>DATE:</b> April 2021
<b>DEPARTMENT:</b> Buildings	<b>GRADE:</b> G
<b>REPORTS TO:</b> Town Administrator	<b>FLSA:</b> Exempt

**Statement of Duties**

Position performs complex administrative, supervisory, and professional work in managing the Building Department. Responsibilities include supervising department operations and employees, inspecting existing buildings and new construction, enforcing building codes and zoning provisions, issuing permits, and interpreting codes and regulations to the public and town officials.

**Supervisory Responsibilities**

Position is responsible for the supervision of 1 full time employee in the office and up to 5 part time employees located in the field. Positions supervised include Administrative Assistant Alternate Building Inspector, and Plumbing/Gas and Electrical Inspectors. As a supervisor, this position provides performance feedback, hires and orients new employees, provides training and development, assigns and reviews work, schedules and grants time off, conducts formal performance reviews and coordinates discipline.

**Supervision/Guidance Received**

Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives, and budgets. Employee is expected to resolve all conflicts that arise and coordinate with others as necessary. Employee has access to confidential lawsuits.

**Job Environment**

Position requires examining, analyzing, and evaluating facts and circumstances surrounding individual situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Position requires understanding, interpreting, and applying complex federal, state, and local regulations related to building construction and zoning. Work consists of the practical application of a variety of concepts, practices, and specialized techniques as they relate to the position's functions. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; or determining the methods to accomplish the work.

Errors can result in personal injury/loss, delay of service, damage to buildings or equipment, legal repercussions or monetary loss.

## **TOWN OF MONTAGUE JOB DESCRIPTION**

Position has constant contact with the public to receive calls and visitors; respond to inquiries, requests or complaints; schedule appointments; inspect premises; issue permits; or provide information and assistance regarding department policies and procedures. Position has daily contact with other town departments for the purpose of giving or receiving information and assistance, coordinating tasks, and scheduling appointments. Contact usually occurs in person, in writing, via email, or on the phone.

The position provides professional liaison support to the Zoning Board to include establishing short-term and long-term goals/plans; establishes the Board's agenda; processes with the Board the implementation of new practices and policies; provides recommendations and proposals; and provides recommendations for appointments to the Board. Also provides professional staff support in coordinating the department's work with the Planning Board and provides necessary counsel to Selectboard and Capital Improvements Committee on building issues.

### **Position Functions**

*The essential functions 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 the work is similar, related, or a logical assignment to, or extension of, the position.*

#### **Essential Functions**

1. Receives and reviews applications for building permits; issues and/or denies permits according to compliance with building codes and department policies and procedure requirements.
2. Interprets and explains complex building codes and zoning by-laws to the public.
3. Makes decisions regarding land use issues.
4. Inspects new construction in the town to ensure compliance with building codes.
5. Inspects existing buildings to determine their safety.
6. Enforces building code regulations and zoning by-laws; responds to complaints of violations; investigates alleged violations and issues notices of violations and/or fines; and issues court complaints as deemed appropriate.
7. Attends Zoning Board of Appeals meetings and offers advice regarding building and zoning issues.
8. Assists the Planning Board on zoning and sub-division revisions.
9. Advises the Selectboard and Capital Improvements Committee on building and infrastructure issues.

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## **Recommended Minimal Qualifications**

### **Education and Experience**

A candidate for this position should have a Bachelor's Degree in Building Construction or Design, and 5 to 7 years of building construction or design experience, with at least 1 year of supervisory experience; or an equivalent education and experience.

### **Additional Requirements**

A candidate for this position shall have a Construction Supervisors License, BBRs Certification of Building Code Enforcement Officials and a valid driver's license. Also, every three (3) years, 45 hours of approved education in approved classes or seminars. A candidate must have a valid Massachusetts driver's license.

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

A candidate for this position should have knowledge of the following:

- Building uses, materials and construction methods
- Massachusetts Building Code
- Land use laws, specifically zoning
- Plumbing, electrical and fuel gas codes
- Health and wetland regulations

Skill in:

- Inspecting sites, interpreting technical codes and regulations and determining compliance
- Communication, customer service and organization skills
- Utilization of online permit systems to conduct business

And the ability to:

- Communicate firmly, tactfully and impartially
- Communicate Legal info and strategy;
- Email technical answers and opinions on questions; interpretations.
- Letters & notices: Violation Notices w/ violation, remedy and appeal.
- Zoning Opinions: Document research, legal basis, conclusion, w/remedy.
- Reports on: Dept. activities; neighborhood reports, building reports, opinions on matters effecting current issues

### **Tools and Equipment Used**

The employee operates standard office equipment (e.g., personal computer, online permit system, telephone, copier, facsimile, a Class D motor vehicle (passenger car) and non-motorized tools and equipment (e.g., hand tools, ladder, tape measure, hand carts, etc.)

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

**Physical Requirements**

*The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Moderate physical effort is required to perform administrative duties to perform inspections.

The employee is regularly required to speak and listen, reach, sit, stand, walk, and lift and carry up to 10 lbs. The employee is routinely required to climb, bend and stoop, and balance.

Vision requirements include the ability to read routine documents for analysis and general understanding, read maps and plans, perform laser measurements, and use a computer.

**Work Environment**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Employee primarily works in general office conditions, but regularly works in the field with some exposure to weather and the hazards associated with construction sites, including high places, airborne particles, extremes of heat and cold, potentially dangerous people or situations, and moving mechanical parts.

Workload is relatively stable with seasonal surges that can usually be planned for in advance. Employee is expected to work outside of normal business hours on a daily basis and/or at night at least six nights per month year round and may be required to work weekends or be contacted while outside the office to respond to important situations.

*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.*

Approved:

\_\_\_\_\_ Date   4/13/21    
Steven Ellis  
Town Administrator

\_\_\_\_\_ Date \_\_\_\_\_  
Board Chair, if necessary