

Local Inspector Town of Westport, MA

The Town of Westport, MA is seeking qualified applicants for the position of Local Inspector. High school graduation and five years of experience in the supervision of building construction or design; or an equivalent combination of education and experience. Massachusetts Driver's License and Massachusetts certification as a Local Inspector of Buildings, and the ability to maintain certification by attaining continuing education credit is required. Certification by B.O.C.A., C.A.B.O. and State is also required. Knowledge of all state and local building codes and regulations. Knowledge of building construction methods, materials, equipment, and tools of the trade. Knowledge of the uses and characteristics of building materials. Some knowledge of the principles of management. General knowledge of engineering principles relating to structures. General knowledge of materials, equipment and procedures essential for safety. Works under the general direction of the Building Commissioner; works in accordance with state and local laws and regulations. 40 hours per week; the rate of pay is \$25.26 for FY'24 and \$26.02 for FY'25. For a full job description visit www.westport-ma.com under Town Resources, Employment Opportunities. Send resume and letter of interest by email to: employment@westport-ma.gov. Deadline is when the position is filled.

LOCAL INSPECTOR – BUILDING DEPARTMENT

Definition

Technical and administrative work relating to the administration, implementation, and enforcement of state and local building codes, and related regulations; all other related work as required.

Supervision

Works under the general direction of the Building Commissioner; works in accordance with state and local laws and regulations.

Performs assigned functions independently and assumes full responsibility for administering and enforcing the building codes in the field.

Job Environment

Some work is performed under typical office conditions; most work is performed in the field, with exposure to various weather conditions, fumes or airborne particles and hazards associated with construction sites, such as moving mechanical parts, open excavation areas, and unfinished structures.

Operates an automobile or light truck for fieldwork; uses standard office equipment for administrative work.

Makes frequent contact with local businesses, contractors, homeowners, engineers, builders, town officials and employees, and the general public, requiring excellent customer service skills.

Has access to a minimum amount of confidential information; most information is public.

Errors could result in damage to property, danger to public safety, have legal and/or financial implications, and cause adverse public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations 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 the position.

Under the direction of the Building Commissioner, enforces all the provisions of the building code and any other applicable state statutes, rules and regulations or local bylaws, and acts on any questions relative to the mode or manner of construction, and the materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy, and maintenance of all buildings and structures.

Receives and reviews applications for building permits. Makes all required inspections of buildings and/or structures, or parts thereof for which permits have been issued, at the four main steps in the construction process: foundation, frame, insulation, and completion to occupy. Enforces compliance with the provisions of the building code; prepares all reports of such inspections, as required by law. Ensures that proper posting of a valid certification of inspection is present at the construction site.

Inspects the installation of all fireplaces, chimneys and wood stoves to ensure compliance with all state and local codes and bylaws.

Issues all necessary notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate egress facilities in new and existing buildings and structures, and to ensure compliance with all the code requirements for the safety, health, and general welfare of the public.

Maintains official records of applications received, permits, and certificates issued, fees collected, reports of inspections, variances granted, and notices and orders issued. Files copies of all papers in connection with building operations.

Prepares various reports for state and local officials related to permits and certificates issued, fees collected, inspections made, and notices and orders issued for the year.

Performs inspections of licensed motor vehicle premises for limits or violations as directed by the Board of Selectmen or staff.

Performs similar or related work, as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High school graduation and five years of experience in the supervision of building construction or design; or an equivalent combination of education and experience.

Special Requirements

Massachusetts Driver's License.

Massachusetts certification as a Local Inspector of Buildings, and the ability to maintain certification by attaining continuing education credit.

Certification by B.O.C.A., C.A.B.O. and State required.

Knowledge, Ability and Skill

Knowledge. Knowledge of all state and local building codes and regulations. Knowledge of building construction methods, materials, equipment, and tools of the trade. Knowledge of the uses and characteristics of building materials. Some knowledge of the principles of management. General knowledge of engineering principles relating to structures. General knowledge of materials, equipment and procedures essential for safety.

Ability. Ability to conduct investigations and secure evidence for litigation. Ability to maintain records and prepare technical reports. Ability to speak and write effectively. Ability to plan, organize and perform inspections. Ability to develop and maintain effective working relationships with contractors, the public, and other town departments and boards.

Skill. Skill in operating all of the above listed tools and equipment.

Physical Requirements

Minimal physical effort required when performing functions under typical office conditions. Moderate to strenuous effort required periodically in the field. Frequently required to stoop, bend, and reach. Physical agility required to access all areas of a construction site. Frequently required to spend many hours walking or standing.

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.