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|--------------------------|----------------------------|
| <b>Job Title</b>         | Local Building Inspector   |
| <b>Department</b>        | Department of Public Works |
| <b>Employment Status</b> | Full-time                  |
| <b>FLSA Status</b>       | Non-Exempt                 |

### Scope of Work

Under the general direction of the Building Commissioner, provide administrative supervisory and technical work connected with the interpretation, processing and enforcement of the State Building Code, Energy Code and the Town Zoning By-Laws, and direct activities of the department in the absence of the Inspector of Buildings.

### Supervision

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Received</b>  | Building Commissioner                                                                                                |
| <b>Exercised</b> | Directs activities of the department in the absence of the Building Commissioner and Assistant Building Commissioner |

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Assists in the administration of all applicable codes. Review plans and specification for new buildings, reconstruction, alteration, repair, addition, and demolition projects to ascertain compliance with applicable codes. Performs field inspections to verify that all work is being performed in accordance with the plans and all applicable codes and laws.
- Act on any questions relative to the mode or manner of construction and materials to be used in the construction, alteration, repair, demolition, removal, and maintenance of all buildings and structures within the Town of Needham.
- Issue all necessary notices or orders to correct illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate egress facilities in new construction and existing buildings and structures, and to ensure compliance with all code requirements for the safety, health and general welfare of the public.
- Periodically inspects and certifies safe egress facilities in buildings and structures or parts thereof in accordance with the Massachusetts State Building Code, Table 110.

## Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

## Requirements of Work

Must have at least 5 years of experience in the supervision of building construction or design or a two-year associate degree in a field related to building construction or design.

## Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

|                     |                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge of</b> | <ul style="list-style-type: none"><li>• Extensive technical or specialized training such as that which would be acquired by an Associate's Degree or two years of technical or business school.</li><li>• General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress.</li></ul> |
| <b>Ability to</b>   | <ul style="list-style-type: none"><li>• Function independently, referring specific, complex problems to the Building Commissioner.</li></ul>                                                                                                                                                                                                       |
| <b>Skill In</b>     | <ul style="list-style-type: none"><li>• Building construction and inspection.</li></ul>                                                                                                                                                                                                                                                            |

## Necessary Special Requirements

- The preferred candidate shall be certified as a Local Building Inspector in accordance with Section 110.R7 of the State Building Code. Any candidate not so certified could be hired on the condition that certification as a Local Building Inspector be obtained within 18 months of date of hire.

## Physical Demands

- Frequent periods spent in non-office environments.
- Regular periods spent outside, requiring exposure to weather conditions.
- Frequent periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical positions.
- May spend sustained periods at terminal or on telephone.
- Occasional exposure to chemical and biological hazards, requiring exercise of proper safety precautions.
- Light lifting and carrying of work materials, including files, surveying equipment and other testing devices.
- Subject to regular interruptions to handle emergency situations.
- Some travel by private car within Town and to neighboring towns.