

Job Description

Title: Inspector of Buildings / Building Commissioner

Purpose of job: Responsible for the supervisory, administrative, inspectional and customer services related to the interpretation and enforcement of the State Building Code 780 CMR and local applicable codes or regulations. In addition, interprets and administers the Town of Halifax Zoning By-Laws Chapter 167. Oversees all staff including Regulatory Board staff and all other related work as required.

Detailed Statement of Duties and Responsibilities:

Administration and oversight of work related to the inspectional services and Regulatory Board staff for the Town, including Mass. State Building Code 780 CMR, and zoning, and for the enforcement and interpretation of M.G.L. Chapter 40A, the local zoning bylaw and other applicable regulations.

Directs all departmental activities including but not limited to:

- Directly responsible for the supervision and operation of all inspectional department staff to include the Building, Wiring, Plumbing and Gas Inspectors.
- Receive applications, review plans for construction, alteration, repair, renovation, and demolition of building projects within the town to ensure compliance, plans, construction and workmanship and materials conform to all existing code requirements set out in the Mass. State Building Code 780CMR, Architectural Access Code, the EICC 2009 Energy Code and any or all other related regulatory codes, and zoning by-laws.
- Issuance of permits, collection of fees, correspondence, complaints, stop work orders, administers departmental records and court requests.
- Perform field inspections of premises to verify all work is being performed in accordance to the approved plans and all applicable codes and laws. Upon completion for conformance with structural requirements and approved plans; issue Certificates of Occupancy or Certificates of Completion when required.
- Interacts with developers and contractors regarding code compliance.
- Annually inspect certain buildings and structures for safety and issues Certificates of Inspections for restaurants, liquor establishments, day care centers and other facilities required in conformance with the State Code 780 CMR Table 110
- Develops and executes policies and procedures for all assigned functions of the department

- Controls all construction, repair, alteration, demolition and occupancy of all buildings and structures within the Town.

Maintain liaison with all other governing bodies within the Town of Halifax to assist in achieving Town objectives and ensuring compliance with appropriate laws. Cooperates assists, and communicates timely, accurately and effectively with all departments maintaining a positive environment and communications with fellow employees and the public to achieve mutual goals. Works with an elected board thru difficult and sensitive issues and complaints and develops solutions and resolve conflicts.

Will provide to the public for review during normal working hours, official records of applications received, permits issued, certificates issued, fees collected, and reports of inspections, variances and special permits granted, notices and orders issued.

Acts as Zoning Enforcement Officer;

- Responsible for providing Zoning determinations.
- Investigates zoning complaints of alleged code violations and takes appropriate actions, issues necessary notice and orders through verbal and written communication when violations are verified.
- Refers residents to the Zoning Board of Appeals when required to obtain a Special Permit or Variance through written communication.
- Attends ZBA meetings when requested and
- Attends any court actions

Acts as Supervisor for the Regulatory Staff consisting of the Administrative Assistant to the Building Inspector, Conservation Commission, Planning Board and Zoning Board of Appeals clerical staff.

Qualifications: In accordance with Massachusetts General Laws, Chapter 143, Section 3 (and Section 107.3 of the State Building Code), the Building Inspector shall have had at least five (5) years of experience in the supervision of building construction or design, or a bachelor's degree in a related field, or any combination of education, experience, knowledge and ability as determined by the Board of Building Regulations and Standards (BBRS).

The newly appointed building inspector must either:

- a) Be certified as an inspector of buildings by the Massachusetts Building Official Certification Committee; or
- b) Be certified as a local inspector by the Massachusetts Building Official Certification Committee; and, within eighteen (18) months of being appointed as building inspector.

Obtaining Certification as a Commonwealth of Massachusetts Building Code Enforcement Official as requires:

- Certification as an Inspector of Buildings/Building Commissioner, by meeting or exceeding the minimum qualifications specified by MGL Chapter 143, Section 3 and 780 CMR R7, by attainment of passing scores in all required examinations as follows:
 - 1) Either BOCA's certified Building Inspector examination or
 - 2) BOCA's Certified Building Plans Examiner examination and
 - 3) CABO's Certified Building Official Exam, Module 1 – Legal/Mgmt and Module 2 Technology; and
- Must be thoroughly knowledgeable on the state Architectural Access Board's latest rules and regulations.
- Maintain Continuing Education Units (45 every three years)

Thorough knowledge of MGL Ch. 143. 40A and ZBA decisions; ability to write reports, knowledge of Town operations, by-laws, state and federal regulations. Ability to work collaboratively in an effective manner and to establish and maintain good working relations with the other town officials, ability to deal with the general public in a tactful and helpful manner. Ability to communicate clearly in oral and written form.

Must be able to conduct building inspections, indoors and outdoors, in a variety of conditions including varied weather, terrain and limited accessibility. Must have valid driver's license.

Normal working hours are 8:00am to 4:00pm, Monday through Friday, but hours may vary depending on requests for inspections outside of these hours and possible attendance at various board and committee meetings.