



## Town of Danvers Position Description

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| <b>Title:</b> Assistant Building Inspector | <b>Classification:</b> Non-Union                                      |
| <b>Department:</b> Inspectional Services   | <b>Grade:</b> 12  |
| <b>Reports to:</b> Building Commissioner   | <b>Department Director:</b> Director of Land Use & Community Services |
| <b>Effective Date:</b> July 2021           | <b>FLSA Status:</b> FLSA Exempt                                       |

### **GENERAL SUMMARY:**

Under the general direction of the Building Commissioner, the Assistant Building Inspector is responsible for assisting in all activities relating to building code enforcement in the Town. The position compliments a very active team of inspectors by specializing in code enforcement regulations including zoning, blight, landscape, signs, fences, specialized land use, State Building Code and Architectural Access Board Regulations.

### **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.)*

- Inspects new buildings under construction and repair and alteration work during process and upon completion for conformity with structural requirements, approved plans, safety and zoning restrictions; issues certificates of occupancy for new construction and change of use; inspects existing buildings and structures for safety.
- Annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, etc. for compliance with health and safety requirements.
- Inspects footings, foundations, framing, mechanical systems, etc. Examines general framing and structure of buildings to ensure that corners are tied in place, trusses are tied down and set at proper distances, floor joists are set at right distances and proper spans, bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard.
- Inspects residential swimming pools for compliance with regulations and code set forth by International Swimming Pool and Spa Code.
- Under the general supervision of the Building Commissioner, issues certificate of inspection, certificates of occupancy notices, notices of violations, and stop orders.
- Responds to inquiries from property owners, contractors, banks, real estate firms and the general public. Explains building and zoning codes and department procedures to applicants. Assists applicants in completing required forms.
- Acts on any question relating to mode or manner of construction and the materials to be used, and the location, use, occupancy, and maintenance of all buildings and structures.
- Enforces compliance and enforcement of the ADA and MA AAB regulations and related codes. In conjunction with other divisions, enforces the provisions of the Massachusetts State Building Code, applicable General Bylaws, and reviews requirements of special permits, variances, and site plan approvals issued by the Zoning Board of Appeals or the Planning Board prior to the issuance of an occupancy permit.
- Assists in investigating complaints pertaining to the construction and use or occupancy of all buildings, and takes appropriate enforcement action including issuance of all necessary notices, orders, and/or filings when complaints are verified; assists in the preparation of documents and all evidence to be used at District and Superior Courts; may appear as a witness at hearings, sessions, etc.
- Assists in enforcing the directives and regulations of the Danvers Historic District Commission.
- Identifies if on-site work is being performed in accordance with OSHA regulations.
- Maintains records of permits granted and inspections made.

- In collaboration with the Building Commissioner, proposes and participates in the development and implementation of departmental policies and goals.
- Works with the Building Commissioner, Planning Director (who also serves as the Zoning Administrator), Town Engineer, and other Town staff on a cooperative, coordinated basis.
- Utilizes online permitting software to issue building permits, maintains all required, associated, and/or directed reports, logs and inspection records, maintaining completeness of all files and reports; assists in overseeing collection of fees for inspectors.
- Maintains up-to-date knowledge and education relative to building codes, legal regulations, enforcement, etc.
- Attends educational seminars in order to keep abreast of all changes or revisions to the State Building Codes.
- May assist the Building Commissioner in preparing department's operating budget.
- May serve as head of the division in the absence of the Building Commissioner.
- Performs all other related duties as required or as the situation dictates.

**Minimum Qualifications:**

- Two (2) year Associate Degree in a field related to building construction or design, or experience comparable to expert knowledge of applicable codes, statutes (including MGL 40A), rules, regulations, and bylaws. At least five (5) years experience in the supervision of building construction or design, or an equivalent combination of education and experience. Certification by the State Building Code Commission as a local inspector, or ability to obtain within the first eighteen (18) months of employment.
- Massachusetts Construction Supervisor License preferred.
- Must possess a valid driver's license issued by the Registry of Motor Vehicles.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

**Knowledge, Ability, Skill**

*Knowledge:* Thorough knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Ability to enforce and interpret regulations such as the State Building Code, the State Sanitary Code, etc., firmly, tactfully and impartially; ability to analyze problems, prepare technical reports and formulate recommendations; skilled in communications, both written and verbal, in order to articulate opinions, rationale, and recommendations in judicious, knowledgeable and confident manner.

*Ability:* Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public; ability to recognize town-wide priorities and work cooperatively to support their accomplishment; ability to prioritize multiple tasks and deal effectively with interruptions; ability to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve; ability to analyze and interpret data and to clearly communicate and document findings for decision-makers; ability to manage several projects at the same time.

*Skills:* Excellent customer service and organization skills; excellent time-management skills; excellent written and verbal communication skills; strong project management skills; excellent computer skills required to utilize the Town's online permitting system; personal computers, word processing and complex databases; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skills in with dealing with the general public and sensitivity to public communications; effective planning and delegation.

**Supervision**

*Received:* Works under the general supervision of the Building Commissioner and in accordance with the applicable provisions of the Massachusetts General Laws. Works independently within a broad scope of

established departmental policies and goals, and generally refers problems to supervisor only where clarification of policies and procedures may be needed.

*Exercised:* Direct supervision of the clerical staff and Inspectors in the absence of the Building Commissioner.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Work is performed under typical office conditions; work environment is moderately noisy and subject to frequent interruptions.
- Occasionally periods spent outside in non-office environment, subject to all weather conditions.
- May be required to work additional/extended hours to respond to important situations and emergencies.
- Operates a computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex to complex issues.
- Must understand and abide by confidentiality regulations and standards.
- Errors could result in the delay of department services and have legal, inadequate project and/or operational funding repercussions.

**Physical Requirements**

*(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at an efficient speed. Position requires the ability to drive a vehicle and walk construction sites.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**

Jean Brantner  
Human Resources Director

7.8.21  
Date

**Received by:**

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Employee

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Date

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Human Resources

\_\_\_\_\_  
Date