

**Town of Brookline
Human Resources Office
333 Washington Street
Brookline, MA 02445**

JOB OPPORTUNITY

Join our building department team! The Town of Brookline is seeking a full-time Local Building Inspector to enforce and interpret all provisions of the Massachusetts State Building Code and other applicable codes relating to building construction and design, as well as zoning enforcement.

Essential Duties

- Enforce the State Building Code, Architectural Access Codes, and the Town Zoning Bylaw.
- Inspect new and existing buildings and ensure compliance with various construction codes and the zoning bylaw; approve, review and verify information on permit applications; analyze permits for compliance with zoning codes; process applications; enter information into the computer; oversee the issuance of certificates of occupancy and contractor licenses and registration.
- Establish inspection schedules and priorities; respond to inquiries and complaints from property owners, tenants, contractors, architects and others regarding code and bylaw interpretation, clarification of department policies and procedures, violations, complaints and general information.
- Review building plans and blueprints prior to approval of issuance of building permits; ensure that approved products, materials and techniques are used during construction.
- Identify code and bylaw violations, such as sign violations, illegal construction and permit violations; issue notices of violation of building code and zoning bylaws; make court appearances, when necessary.
- Perform similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High school diploma; additional technical training; five years of experience in the supervision of building construction and zoning enforcement; or an equivalent combination of education and experience.

Additional Requirements

- Massachusetts Certification as a Local Building Inspector
- Valid Massachusetts Driver's License, Class D

Starting salary \$40.23 per hour (\$78,751 annualized) plus generous leave time, health and dental insurance benefits, 12 paid holidays, 2 weeks' vacation to start, up to 7 personal days, 15 paid sick days, pension system and excellent working conditions.

Please review the complete job description and qualifications on our website.

<https://www.brooklinema.gov/1415/Job-Opportunities-NEW>

Please Apply with Resume and Cover Letter.

Applications accepted until July 26, 2021.

EOE