



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-54
November 30, 2015**

**NOTICE OF VACANCY
November 30, 2015**

POSITION: Building Inspector

DEPARTMENT: Inspectional Services

SALARY: PR4 \$56,135 - \$67,158

**HOURS: Monday – Friday 8:30 a.m. to 5:00 p.m.
Emergency Calls After Hours**

Statement of Duties: Position is responsible for enforcing federal and state laws, and local by-laws and code regulations pertaining to building, environmental, handicap accessibility, planning, zoning, signage, and nuisances. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the Assistant Building Commissioner/Director of Inspectional Services. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not responsible for the regular supervision of employees. Oversees the work of contractors and insurance agents at emergency situations to ensure public safety.

Confidentiality: In accordance with the state public records law, the employee does not have regular access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, toxic chemical fumes, explosives, electricity, traffic, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions which could result in loss of time from work and possible loss of life. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with heavy materials, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Conducts inspections and determines compliance with state building codes, zoning by-laws, environmental regulations, handicapped accessibility laws, safety, signage, occupancy, use and other state and local regulations. Issues notices of violation, and enforces appropriate remedial action as appropriate.

2. Enforces public safety codes to ensure for the safety of construction. Reviews architectural, engineering, third-party testing (UTS reports), UL listing reports and American Institute of Architecture final close out documentation for submitted construction documents.
3. Available at all times to respond to the public or Police and Fire calls for technical assistance. Employee is required to provide protective clothing, cell phone and motor vehicle.
4. Interprets and enforces National Fire Protection Agency codes and regulations.
5. Assists applicants with the building permit application process, reviews plans for building construction or alteration to determine compliance with State Building Code, Town Zoning By-Laws, or other regulations; with the approval of the Building Commissioner, revokes permits for non-compliance as required.
6. Maintains accurate records of certificates of inspection, daily inspection log, and on-site permit records.
7. Provides input and analysis for meetings, hearings, legal cases, etc., relative to building inspection, regulation, statute, by-law, etc.
8. Works with other departments to assure effective, efficient, responsive and knowledgeable procedures and processes relative to construction, renovation, demolition, etc. in the town.
9. Assists customers at the counter and answers phone calls while in the office; answers complex inquiries and provides information to the general public regarding codes and regulations.
10. Retrieves and returns information and drawings to and from archive records.

Recommended Minimum Qualifications:

Education and Experience: Must have an Associate's Degree or journeyman's level of knowledge in building construction or a related trade field; three to five (3-5) years of construction experience; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position is required to have a valid class D Motor Vehicle Operator's license, Construction Supervisor's license, and be a Certified Local Inspector. Bilingual proficiency in Portuguese or Spanish and bicultural experience desirable.

Knowledge, Abilities and Skill

Knowledge: Must have working knowledge of zoning issues, health and safety codes and regulations. building and construction materials, state building code AIA and engineering testing reports, National Fire Protection Agency Code, UL listing reports, and local by-laws and building regulations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. The employee must be able to access the internet in order to obtain information in support of department operations.

Skills: Skill in conducting inspections, making observations, and recording information. Proficient oral and written communication as well as customer service skills.

Physical and Mental Requirements

The physical demands described here 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 position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to retrieve materials.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires the constant reading of documents, computer screens, observation of fastening schedules, welding joints, spot wells, adhesive schedules, and reports for understanding. Employee must be able to determine colors.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.