Building Inspector/Zoning Enforcement Officer sought. The 40 hour per week position requires exceptional communication, interpersonal and customer service skills. Works under the Selectmen and Chief Administrative Officer. Assures compliance with state and local building codes, special permit conditions, stormwater permit decisions, zoning bylaws, plan reviews and approves construction plans and issues building permits. Conducts inspections and oversees other inspectors. Successful candidate will have minimum five (5) years experience in the supervision of building construction; certification as a local inspector or certification as a Inspector of Buildings/Building Commissioner and general knowledge of building materials and safety. Full Job Description available. The annual starting salary range is $62,000.00 to $69,000.00 depending upon qualifications and experience. Submit letter, resume and standard town application form, to the Selectmen’s Office, Town Hall, 454, College Highway, Southwick, MA 01077. Position open until filled. Applications may be obtained by calling (413) 569-5995 or at the Town Website @ www.southwickma.org. The Town is an EOE.
TOWN OF SOUTHWICK
JOB DESCRIPTION

INSPECTOR OF BUILDINGS/BUILDING COMMISSIONER

JOB SUMMARY:

Responsible for the overall management of operations for the Building Department. Responsible for building, electrical and plumbing inspection services including zoning, construction and periodic inspections. Responsible for the enforcement of all building codes. Responsible for the enforcement of zoning bylaws and conditions of special permit decisions.

SUPERVISION RECEIVED:

Work functions are in accordance with the policies and directions from the Board of Selectmen and Chief Administrative Officer in conformity with applicable state and Federal Law. Performs duties independently under the general supervision of the Board of Selectmen and Chief Administrative Officer.

SUPERVISION EXERCISED:

Personally responsible for the direction and supervision of all department activities and employees including electrical, plumbing, gas and weights/measures inspectors. He/she develops and assigns responsibilities as well as the scope of duties; recommends hiring of personnel, instruction, assignments, and checking of work of subordinates as to organization policies and procedures, methods and practices, standards of performance, and other matters affecting employee work performance, or the delivery of services. Periodically evaluates employee performance and makes appropriate recommendations. Maintains good employee relations and disciplines employees up to recommending termination when necessary. Assists in the orientation and training of personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for working in cooperation with various State and Local boards and agencies to facilitate and ensure compliance with building, safety and zoning and state and local administrative rules and regulations relating to these issues.

Enforces zoning bylaws and the Massachusetts State Building Code. Enforces conditions of special permits, siteplans, variances, and helps to enforce the construction of subdivision plans/conditions and safety statutes, rules, and regulations including 521 C.M.R. Prepares complaints for legal action against violators of the zoning bylaws and, when necessary, works with legal counsel for prosecution through courts.
Manages the operations of the Building Department which includes, among other responsibilities, building, electrical, plumbing, gas, zoning enforcement, and weights and measures; building and demolition permits; reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws and other applicable regulations; participates in the plan review process with various Town Boards. Utilizes and oversees the E-permitting process.

Enforces all of the provisions of the latest state building code in effect and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures.

Develops, reviews, and modifies annual goals and objectives of department; manages operations to achieve these within available resources; and evaluates degree of achievement of goals and objectives.

Prepares and administers annual operating budget of department; reviews and makes recommendations regarding fees; and provides appropriate reports about activity and revenue levels.

Ensures that all permits are processed electronically, money is entered in the appropriate accounts, and then deposited with the Town's Collector/Treasurer. Keeps track of all non-compliances including failure to pay fees when due, picking up permits, etc.

Responsible for working effectively and cooperatively with State, and local officials, Town Boards, Department Heads, and others as may be desirable or required.

Communicates regulations and programs, policies and procedures to staff, departmental customers and the general public. Explains, interprets, and provides guidance regarding all applicable codes to property owners, architects, engineers, contractors, developers, and other interested parties.

Responsible for the filing of all permits, inspection reports, certificates of occupancy/compliance issued, orders promulgated, and materials approved with regard to all building and safety laws and regulations.

Responsible for attending meetings of boards and agencies relating to his/her work whenever requested or required by the Board of Selectmen and Chief Administrative Officer. This may involve night meetings.

May also be required to perform additional or related job duties and responsibilities as determined by the Board of Selectmen and Chief Administrative Officer.
EDUCATIONAL AND PRIOR WORK EXPERIENCE:

Required:
- High School Diploma
- Five (5) years of experience in the supervision of building construction or design
- If not Certified by the Board of Building Regulations and Standards (B.B.R.S.), the Appointee must pass the necessary examinations within eighteen (18) months of the conditional appointment.
- Competence with email and Microsoft Office applications

Preferred:
- Bachelor's Degree in a field related to Building Construction and/or Design
- Three (3) years of experience in managing human and physical resources in an environment which requires cross-functional cooperation and that is technologically complex
- Certified by the Board of Building Regulations and Standards (B.B.R.S.)

SPECIAL KNOWLEDGE/ABILITIES FOR POSITION:

- Valid Massachusetts Driver's License
- Extensive knowledge of the materials and methods of building construction and of the state building code, local zoning bylaws, safety, and other applicable state statutes, rules and regulations and bylaws, etc.
- Ability to read and interpret blueprints, drawings, and plans
- Ability to communicate appropriately with the general public and members of the building community
- Strong Interpersonal Skills in working with Town Officials, Town Boards, Employees, and State Regulatory Agencies
- Ability to communicate effectively in writing
- Strong bookkeeping and record keeping skills

PHYSICAL REQUIREMENTS:

The position requires frequent physical exertion. Several hours a day may be spent walking, standing, sitting, and climbing whenever necessary. The employee may be required to stoop, kneel, crouch, or crawl. Activities include moderate to frequent physical exertion in body movements such as reaching, bending, and twisting. The position also requires moderate to frequent grasping, pushing and pulling of materials.
Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is frequently expected to be able to lift up to 20 pounds.

The employee must be able to operate a car and a light truck in order to respond to complaints as well as routine inspections associated with the position.

**ENVIRONMENTAL CONDITIONS:**

The employee works indoors in an office setting and works outdoors whenever necessary to fulfill the requirements of the position. This may involve extreme weather conditions such as rain, snow, and hot/cold extremes. The employee is also exposed on occasion to gasoline and/or diesel fumes and moderate to high noise levels. The employee is expected to have foul weather gear, a hard hat, rubber gloves, and steel toe shoes.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.