

I. Position Title: **Building/Zoning Inspector**

II. Supervisor: **Select Board**

III. General Description of Duties: Administrative and inspection work in connection with the enforcement and interpretation of the State building code, the local zoning by-laws, and all other regulations that may be applicable.

IV. Duties and Responsibilities:

- A Serve the public courteously and responsively; maintain cooperative work relationships with Town staff.
- B Be available to answer questions from builders and homeowners.
- C Enforce by-laws of the Town and applicable provisions of the Massachusetts General Laws.
- D Relate to Massachusetts Building and Zoning codes, make technical decisions, particularly concerning compliance with applicable building and zoning codes, and other applicable codes.
- E Uphold high standards of inspection to avoid errors which could be costly and/or cause conditions dangerous to public safety.
- F Supervise the referral of any building/zoning applications to the appropriate board; ZBA, Conservation Commission, BOH, Planning Board and Select Board.
- G Review plans for building construction or alteration for compliance with building and zoning by-laws and special permit conditions.
- H Inspect all construction, repair and alteration work during progress and upon completion for conformity with structural requirements.
- I Investigate building/zoning complaints from property owners; issue all necessary notices and orders when violations are verified; prepare documents and all evidence to be used at District or Superior Courts.
- J Maintain records and prepare reports as required and as directed.
- K Work to organize records as they are un-organized and require extra time to locate files for any one parcel.
- L Act on any questions 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.
- M Work with the facilities manager to determine necessary capital improvements/repairs to town buildings.
- N Supervise, delegate and assign work to the administrative assistant.
- O Co-ordinate with all town boards to stream line application workflow and limit redundancy in order to better serve the taxpayers of Chilmark

- P Attend any and all necessary board meetings which take place during or after normal work hours.
- Q Propose permit fee increases to allow the building departments applications to pay for the yearly budget.
- R Sign and issue all building permits and zoning approval permits.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to the Town's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the State.

V. Required knowledge, skills, and abilities:

- A. Knowledge of State laws and Town by-laws and practices as they relate to the responsibilities of the position.
- B. Thorough knowledge of the materials and methods used in building construction and the current building code and applicable State statute, rules and regulations, ordinances and by-laws.
- C. Ability to work without day-to-day supervision.
- D. Supervise the referral of any and all building permit applications to the appropriate board or committee.
- E. Possession of a current Construction Supervisor's License required.
- F. Maintain Certification by State Building Code Commission.
- G. Ability to enforce and interpret regulations firmly, tactfully, and impartially.
- H. Respect the privacy of co-workers and the public we serve.
- I. Ability to communicate effectively with Town employees, State and local officials, and the general public.
- J. Above all else, use common sense.
- K. Supervise the Building and Zoning Administrative Assistant.

VI. Position Grade Level and Time Requirements: Grade 12 - Step 5, 40 hours per week

VII. Vacation Time: 3 weeks paid vacation time, 120 hours

Recommended by the HRBC

Date: 1/9/24

v. Chairman:

Approved by the Select Board

Date:

Chairman: