

- I. Position Title:           **Building/Zoning Local Inspector**
- II. Supervisor:           **Building Commissioner**
- 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. Provide hours of availability for the public.
  - B   Enforce by-laws of the Town and applicable provisions of the Massachusetts General Laws.
  - C   Relate to Massachusetts Building and Zoning codes, make technical decisions, particularly concerning compliance with applicable building and zoning codes, and other applicable codes.
  - D   Uphold high standards of inspection to avoid errors which could be costly and/or cause conditions dangerous to public safety.
  - E   Other duties as assigned by the Building Commissioner.
  - F   Examine plans for building construction or alteration for compliance with building and zoning by-laws, issue permits.
  - G   Inspect all construction, repair and alteration work during progress and upon completion for conformity with structural requirements. Approve plans and zoning restrictions.
  - H   Investigate 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.
  - I   Maintain records and prepare reports as required and as directed.
  - J   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.
  - K   In the absence of the Building Commissioner, sign all 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 with little day-to-day supervision.
- D. Possession of a current Construction Supervisor's License required.
- E. Achieve Certification by State Building Code Commission within one year following the first six months of employment.
- F. Ability to enforce and interpret regulations firmly, tactfully, and impartially.
- G. Respect the privacy of co-workers and the public we serve.
- H. Ability to communicate effectively with Town employees, State and local officials, and the general public.
- I. Above all else, use common sense.

VI. Position Grade Level and Time Requirements: Grade 7, Grade 8 after certification by State Building Code Commission.  
20 hours per week

Recommended by the HRBC

Date:

Chairman:

Approved by the Select Board

Date:

Chairman: