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**City of Newburyport**

**Local Building Inspector**

**Job Description**

**Position Purpose:**

The Local Building Inspector works under the general administrative supervision of the Building Commissioner and in accordance with applicable provisions of the MGL, local charter and by-laws. Duties include enforcement of laws of the City, state building codes, and other applicable regulations regarding the construction and repair of buildings and structures in Newburyport. The inspector will manage administrative work of the Department as directed by the Building Commissioner. Qualifications include: certification by the Massachusetts Board of Building Regulations and Standards in accordance with the provisions of 70 CMR 110.R-7; ability to read and interpret plans, specifications and blueprints to determine zoning compliance; general knowledge of accepted requirements for building construction, fire prevention, light, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

* Inspects buildings and alterations to buildings under construction and upon completion to monitor compliance with and to enforce the building code and other state and local regulations; inspects safety conditions of existing buildings, including egress facilities; inspects places of assembly and public buildings annually.
* Confers with builders, architects, engineers, property owners and the general public regarding construction requirements and other related matters. Issues certificates of inspection, notice of violation, and stop work orders.
* Reviews plans for building construction or alteration to determine compliance with state codes and other applicable regulations; issues building permits; maintains associated logs and inspection records
* Enforces the provisions of the Massachusetts State Building Code, applicable City By-Laws and Department of Environmental Protection Regulations.
* Reviews plans for building construction or alteration to determine compliance with the State Building Code, the Americans with Disabilities Act (ADA) local city by-laws, and other applicable regulations; participates in the plan review process with various boards/committees/commissions, interacts with all development boards providing guidance and assistance and attending relevant meetings and/or hearings to assist with information and/or resolution of issues when required.
* Inspects new buildings and alterations to buildings under construction and upon completion to monitor compliance with code requirements and approved plans; annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, etc. for compliance with health and safety requirements; coordinates inspection and enforcement work with Fire Department and Board of Health.
* Issues certificates of inspection, certificates of occupancy notices, notice of violations and stop orders.
* Issues building permits, maintains all required, associated and/or directed reports, logs and inspection records, maintaining completeness of all files and reports; oversees collection of fees for inspections.

**Minimum Qualifications**

Education, Training, and Experience:

* High School Diploma plus 5 years’ experience in the supervision of building construction; Associates Degree in a related field or equivalent combination of education and experience.
* Must have valid MA Motor vehicle license.

Knowledge, Ability and Skill:

* Knowledge in the supervision of building constructions; Experience with computers a plus.
* Ability to interpret and enforce regulations firmly and impartially; must be able to read and interpret plans, specifications and blueprints;
* Excellent verbal skills to deal appropriately with the public and building community

**Errors and Omissions:**

Errors occurring from this position could result in delay in services, monetary loss, or poor public relations all of which can adversely affect the City’s image.

**Physical and Mental Requirements:**

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to access all of areas of building construction sites which requires walking for long periods of time; climbing and crawling. The employee must be able to occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and distant vision. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.)*