



TOWN OF SUDBURY
Building & Inspections Department
978-440-5461

Building Department

Part-Time Deputy Local Building Inspector

The Town of Sudbury Building Department has an immediate opening for a temporary experienced Local Inspector. Duties include, but are not limited to, performing inspections on site for new and existing buildings, including residential and commercial projects, and report to the Building Commissioner. Must be able to enforce code compliance, and interpret the Massachusetts Building Codes in a firm, tactful and impartial manner. Ability to maintain effective and harmonious working relationships with town officials, the public and members of the building community. Frequent periods of time are spent in non-office environments such as construction sites, retail and service establishments, private homes, town property and facilities. Must be able to walk, stand and climb for extensive periods and lift up to 30 pounds. Salary range is \$30 to \$35 per hour, up to 18 hours per week. No benefits.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR>.

Send letter of interest and resume to lewisa@sudbury.ma.us or Building Department at 275 Old Lancaster Road, Sudbury, MA 01776. Accepting resumes until position is filled.

AA/EOE

See detailed Job Description below.

PART-TIME DEPUTY BUILDING INSPECTOR

Position Purpose:

Under direction of the Building Inspector, participates in administering and enforcing state building codes, Architectural Access Board regulations, Zoning Bylaws, and decisions of the Zoning Board of Appeals, the Historic Districts Commission and site plans.

Supervision:

Supervision Scope: Exercises initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services.

Supervision Received: Works under the administrative and policy direction of the Building Inspector.

Supervision Given: None.

Job Environment:

Frequent periods spent in non-office environments, including retail and service establishments, private homes, town property and facilities (internal and external), swimming pools, roads, etc. Extended periods spent outside. Extensive periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical positions. Light lifting and carrying of work materials, including files, inspection tools and equipment. Subject to regular interruptions to handle emergency situations.

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.)

Reviews plans for building construction or alteration to determine compliance with State Building Code and local Zoning Bylaw.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with code requirements and submitted plans. Maintains computer records of inspections performed.

Confers with builders, architects, engineers, property owners, and the general public regarding construction requirements and other related matters.

Makes annual inspections of restaurants, liquor establishments, nursery schools, private schools and places of assembly and other facilities as required in conformance with state statute, code, and local bylaws.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

As required by law, a qualifying individual must:

- have at least (5) years of experience in the supervision of building construction or design; or
- a two-year associates degree in a field related to building construction or design; AND
- be certified by the state Board of Building Regulations and Standards (BBRS) in accordance with regulations; or
- be able to successfully complete and pass the certification examination process within twelve (12) months of hire.

Special Requirements

A valid motor vehicle operator's license.

Certification as a Local Inspector by the state Board of Building Regulations and Standards (BBRS) or must obtain within 12 months after hire.

Knowledge, Ability & Skills

Knowledge: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. A thorough understanding of the materials and methods of building construction. Working knowledge of fire prevention, light, ventilation, egress, electrical, heating, refrigeration, and plumbing installations. A general knowledge of other equipment and materials essential for life safety, comfort and convenience of the occupants of a building structure. Thorough understanding of field inspection practices. Knowledge of the operation of computer software applications.

Ability and Skills: Ability to enforce regulations firmly, tactfully and impartially; ability to interact appropriately with the general public and members of the community; ability to communicate effectively in written and oral form; ability to read and interpret blueprints, drawings and plans, Massachusetts General Laws and other regulations. Ability to maintain records and prepare technical reports. Able to communicate effectively and efficiently, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines.

Physical 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 essential functions.

This position requires frequent light to moderate physical effort while performing inspections; employee must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. Employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently required to sit and talk, and hear. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch or crawl. Frequently required to lift and/or move up to 30 pounds. Vision and hearing at or correctable to normal ranges. Ability to distinguish colors, such as electrical wires. Must be able to operate a motor vehicle.

(This 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 requirements of the job change.)