

**Town of Westminster  
Job Description**

|                        |                       |                     |            |
|------------------------|-----------------------|---------------------|------------|
| <b>Position Title:</b> | Local Inspector       | <b>Grade Level:</b> | Inspector  |
| <b>Department</b>      | Building Department   | <b>Date:</b>        | 02/12/2016 |
| <b>Reports to:</b>     | Building Commissioner | <b>FLSA Status</b>  | Exempt     |

**Statement of Duties**

The Local Inspector is responsible for enforcing federal and state laws, and local by-laws and code regulations pertaining to building, environmental, handicap accessibility, planning, zoning, signage, and nuisances. Employee is required to perform all similar or related duties.

**Supervision Required**

Under the general supervision of the Building Commissioner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility**

The employee is not responsible for the regular supervision of employees. Oversees the work of contractors and insurance agents at emergency situations to ensure public safety.

**Confidentiality**

In accordance with the State Public Records law, the employee has regular access to confidential information of the department such as law suits and client records.

**Accountability**

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

**Judgment**

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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### **Work Environment**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, toxic chemical fumes, explosives, electricity, traffic, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

### **Nature and Purpose of Public Contacts**

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

### **Occupational Risk**

Essential functions may present potential risk of personal injury from improper exposure to hazardous work conditions which could result in loss of time when carrying out inspections at construction sites. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Conducts inspections and determines compliance with state building codes, zoning by-laws, environmental regulations, handicapped accessibility laws, safety, signage, occupancy, use and other state and local regulations. Issues notices of violation, and enforces appropriate remedial action as appropriate.

Enforces public safety codes to ensure for the safety of construction. Reviews architectural, engineering, third-party testing (UTS reports), UL listing reports and American Institute of Architecture final close out documentation for submitted construction documents.

Assists applicants with the building permit application process, reviews plans for building construction or alteration to determine compliance with State Building Code, Town Zoning By-Laws, or other regulations; with the approval of the Building Commissioner, revokes permits for non-compliance as required.

Maintains accurate department records of certificates of inspection, daily inspection log, and on-site permit records.

Provides input and analysis for meetings, hearings, legal cases, etc., relative to building

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inspection, regulation, statute, by-law, etc.

Works with other town departments as necessary to assure effective, efficient, responsive and knowledgeable procedures and processes relative to construction, renovation, demolition, etc. in the town.

Assists customers at the counter and answers phone calls while in the office; answers complex inquiries and provides information to the general public regarding codes and regulations.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Must have an Associate's Degree or journeyman's level of knowledge in building construction or a related trade field; three to five (3-5) years of construction experience; or an equivalent combination of education and experience.

#### **Special Requirements**

Certification by the Massachusetts Board of Building Regulations and Standards as a Local Inspector preferred. As an alternative, conditional certification will be required as specified in the Building Code. Ability to maintain certification in accordance with the building code is required. As a condition of employment must have a valid Class D Motor Vehicle operator's license.

### **Knowledge, Abilities and Skill**

#### **Knowledge**

Working knowledge of standard requirements for building construction, fire prevention, light, ventilation and safe egress, as well as other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Thorough knowledge of all state laws, regulations, policies and standards related to building inspections.

#### **Abilities**

Ability to enforce all rules and regulations fairly and impartially. Ability to examine plans and specifications of new construction. Ability to read and interpret blueprints, drawings and plans. Ability to deal with the public tactfully and effectively and maintain positive public relations. Able to communicate effectively and efficiently, verbally and in writing.

#### **Skills**

Skill in conducting inspections, making observations, and recording information. Proficient oral and written communication as well as effective customer service skills.

### **Physical and Mental 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 position's essential functions.*

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**Physical Skills**

Work requires some agility and physical strength in order to access all areas and levels of a construction site and/or building, and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Required to stoop, kneel, crouch, and/or crawl when conducting field inspections. There may be need to stretch and reach to retrieve materials.

**Motor Skills**

Position requires the application of basic motor skills in order to perform activities such as operating a personal computer, sorting of papers or operating a motor vehicle.

**Visual Skills**

The employee is regularly required to read documents, computer screens, observation of fastening schedules, welding joints, spot wells, adhesive schedules, and written reports for general understanding and analytical purposes. Employee must be able to determine colors on a regular basis.

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