

Town of Auburn

Position Title: Building Inspector

The **Building Inspector** shall head the Building Inspection Division and shall be appointed by, and shall serve at the pleasure of, the Town Manager.

The Building Inspector shall have the duties and responsibilities enumerated in the Town of Auburn Charter Re-Organization Plan of 2011 Chapter 2, Department of Development and Inspectional Services, Section 7 “Duties and Responsibilities of Division Heads”.

The Building Inspector shall be responsible for the performance of the functions of the Division and shall possess and exercise all of the powers, duties and responsibilities vested by Section 3 of Chapter 143 of the General Laws of a Building Inspector including the authority to:

- (a) administer and enforce the state building code pursuant to Chapter 143 of the General Laws and the regulations adopted pursuant thereto;
- (b) administer and enforce the provisions of the Architectural Access Board pursuant to Chapter 22, Section 13A, of the General Laws and the regulations adopted pursuant thereto;
- (c) administer and enforce the Zoning By-Laws adopted pursuant to Chapter 40A of the General Laws;
- (d) provide information and assistance concerning the potential application of the state building code, the architectural access regulations, the Zoning by-laws and the state sanitary code to any person interested in or planning on development, renovating, or constructing new or existing buildings or property;
- (e) enforce the building, housing and architectural access codes, laws, by-laws, and regulations;
- (f) participate with personnel from other Town agencies in joint inspection teams which may be established by the Town Manager; and
- (g) perform related duties as assigned by the Director.

Education and Experience:

Bachelor’s degree in a field related to building design or construction; five year’s experience in the supervision of building construction or design; or an equivalent combination of education and experience.

Qualifications:

Thorough knowledge of materials and methods used in building and related codes; certification in accordance with Special Regulation 780 CMR 110.R7 Inspector of Buildings/Building Commissioner or the ability to obtain such within 12 months.

Ability to develop effective working relationships with boards, commissions, community groups, citizens and town departments. Adept at both oral and written communication.

(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.)