



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Building Inspector</b>	<b>Grade Level:</b>	<b>0670</b>
<b>Department:</b>	<b>Inspections</b>	<b>Union/Non-Union:</b>	<b>Union, S&amp;P</b>
<b>Reports to:</b>	<b>Building Commissioner</b>	<b>Date Prepared:</b>	<b>January 2019</b>

### **Job purpose**

Assists the Building Commissioner in the performance of his duties. Enforces the provisions of the State Building Code and any other applicable statutes, rules, regulations, ordinances and/or bylaws. Inspects buildings and structures under construction and existing buildings and structures. Examines and/or approves plans and specifications for new buildings and structures and for repairs and alterations of existing buildings and structures. Maintains records of permits granted and inspections made.

### **Duties and responsibilities**

Assists the Building Commissioner in the performance of his duties;

- 1) Enforces the provisions of the State Building Code and any other applicable statutes, rules, regulations, ordinances and/or bylaws and order violations to be corrected in a timely manner;
- 2) To initiate court action if necessary for enforcement and to appear in court as a witness when required;
- 3) Inspects buildings and structures under construction and existing buildings and structures;
- 4) Examines and/or approves plans and specifications for new buildings and structures and for repairs and alterations of existing buildings and structures;
- 5) Write reports, as needed, including monthly summaries and an annual report;
- 6) Issue permits and maintains records of permits granted and inspections made;
- 7) Performs related duties as required.

### **Qualifications**

- 1) Five years' experience in the supervision of building construction or design or in the alternative, a two year associate's degree in a field related to building construction or design, or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the Board of Building Regulations and Standards (BBRS).
- 2) General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress;
- 3) General knowledge of equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure;

- 4) Certification by the BBRS in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors;
- 5) Ability to perform inspections of residential and commercial structures
- 6) Ability to deal effectively with the public;
- 7) Ability to prepare reports and communications and maintain records in an accurate and orderly manner;
- 8) Current and valid Massachusetts driver's license
- 9) Requires strong communication skills to work effectively with a diverse population.
- 10) Proficiency in Microsoft Office, including Word, Excel, and Outlook.

Note: The qualifications and entrance requirements listed above is not intended to waive the City's right to make a conditional appointment under 780CMR R7. The Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors.

**Working conditions**

Physical and Environmental Standards: Involves field visits; subject to outside weather conditions while conducting inspections; and occasional walking, standing and climbing.

This is an office-based job in a dynamic municipal building. While performing the duties of the Building Inspector, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

**Physical requirements**

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal building which may include flights of stairs. Lifts/moves objects weighing up to 15-20 pounds.

**Direct reports**

None

<b>Approved by:</b>	<i>Michael J. Taylor</i>
<b>Date approved:</b>	09/2008
<b>Reviewed:</b>	01/2019