



Town of Clinton

Position Title: INSPECTOR OF BUILDINGS/ZONING ENFORCEMENT AGENT
Reports to: Town Administrator
Position Status:¹

I. PURPOSE

The Inspector of Buildings/Zoning Enforcement Agent is responsible for administrative, technical, and supervisory work related to the enforcement and interpretation of the state building code and the local zoning by-law and all other related work as required.

II. SUPERVISION & DIRECTION

Works under the direction of the Board of Selectmen and reports on a daily basis to the Town Administrator.

Supervises employees of the Inspectional Services Department, including Alternate Building Inspectors and the position of Permitting Clerk.

III. ESSENTIAL FUNCTIONS²

The Inspector of Buildings/Zoning Enforcement Agent must have the ability to competently and consistently perform essential job duties, including, but not limited to, the following:

1. To interact frequently with general public, town departments, builders, and property owners;
2. To review plans for building construction or alterations to determine compliance with building and zoning by-laws;
3. To issue building permits;
4. To oversee and maintain applicable records, including but not limited to, _____

¹ This position is classified as non-exempt for purposes of the Fair Labor Standards Act. It is not a collective bargaining unit position.

² The essential functions or duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of other related duties does not exclude them from the position.

5. To inspect buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans;
6. To issue Certificates of Occupancy when and if required;
7. To confer with builders, architects, engineers, property owners, and general public regarding construction requirements, application of the zoning by-law and other related matters;
8. To issue permits and calculate and collect fees for swimming pools, wood, pellet and coal stoves, solar systems, signs and other designated structures after review and inspection;
9. To perform 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 by-laws;
10. To investigate complaints of alleged zoning violations and take appropriate action, including but not limited to, issuing of cease and desist orders or the filing of non-criminal complaints in District Court;
11. To act as the town's handicapped compliance coordinator for physical facilities;
12. To confer with town counsel as required;
13. To prepare the annual departmental budget for review by the Town Administrator, Board of Selectmen and Finance Committee;
14. To review and monitor all department expenditures;
15. To perform other related duties as required.

IV. PHYSICAL REQUIREMENTS (to perform essential job functions)

To perform duties under typical office conditions with moderate physical effort required on occasion in the field.

V. MINIMUM QUALIFICATIONS

1. Education and Experience

High school education with, at a minimum of at least five years of experience in the supervision of building construction or design, or in the alternative, a four-year undergraduate 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. **Knowledge, Ability and Skill**

- (a) Thorough knowledge of the materials and methods used in building construction and of the Massachusetts State Building Code, local zoning by-law and applicable provisions of Massachusetts General Laws;
- (b) Ability to supervise subordinates in an effective manner and
- (c) Ability to establish and maintain good working relation with other town officials;
- (d) Ability to deal with the general public in a tactful and helpful manner;
- (e) Ability to communicate clearly in oral and written form;
- (f) Thorough knowledge of the state's Architectural Access Board's latest rules and regulations
- (g) General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress,
- (h) General knowledge of other equipment and material essential for safety, comfort and convenience of the occupants of building or structure.
- (i) Strong organization, communication and management skills.
- (j) Excellent computer skills
- (k) Knowledge of pertinent local, state and federal laws and regulations.
- (l) Ability to perform highly responsible duties of a technical nature requiring considerable exercise of judgment in the application and interpretation of building codes and zoning by-laws.

3. **Special Requirements**

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.

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.