

**City of Lowell**  
**Job Posting**  
**Please Post: April 25, 2014**  
**Deadline: May 16, 2014**  
**Department of Planning & Development**  
**Inspector of Buildings/Building Commissioner**

Job Title: Inspector of Buildings/ Building Commissioner (1100-DH03, 2016)  
Department: Planning & Development - Division of Development Services  
Reports To: Deputy Director - Division of Development Services  
Work Site: JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852  
Salary: \$72,346.56 to \$84,947.72 annually depending on experience and qualifications

**SUMMARY**

Manages code enforcement services. Administers and enforces various codes and regulations for building, electrical, plumbing/gas, energy, health, sanitary, housing, zoning, and weights and measures. Streamlines and tracks the delivery of services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages code enforcement services, including permit applications, plan reviews, permit issuance, inspections, code enforcement, violations, and legal proceedings.

Administers and enforces the State Building Code, Electrical Code, Plumbing/Gas Code, Zoning Ordinance, State Public Health Code, State Sanitary Code, Weights and Measures regulations, building regulations pertaining to handicapped persons, and other relevant codes and regulations.

Develops, implements, and oversees appropriate methods for streamlining and tracking the delivery of services while at the same time taking into account neighborhood concerns and complying with regulations.

Monitors the performance of employees, including their knowledge, accuracy, timeliness, customer service, and productivity. Ensures that training is provided and that certifications and educational credits are up-to-date. Provides discipline as needed in consultation with the Deputy Director.

Ensures that the process for permit applications, plan reviews, and permit issuance is consumer-friendly, coordinated, and timely.

Conducts inspections or provides supervision of inspections on a scheduled or random basis for all phases of building construction to ensure compliance with codes and protection of health and safety.

Enforces compliance with codes and regulations through meetings with contractors and owners, stop work orders, violation notices, and/or legal proceedings. Keeps track of any violations and court cases.

Interprets and enforces the City Zoning Ordinance and State Zoning Regulations in consultation with the Zoning Officer. Reviews building plans for compliance with zoning regulations, including lot size, set back distances, elevations, and signage.

Oversees the process for vacant/foreclosing properties. Ensures that paperwork is processed in a timely manner and coordinated with employees, property owners, financial institutions, and property management companies.

Monitors the process for certificates of inspection. Ensures that the paperwork is processed in a timely manner and a practical schedule is developed for inspections of places of assembly.

Ensures the fair, consistent application, interpretation, and enforcement of applicable codes and regulations.

Communicates and collaborates with various employees, boards, citizen groups, and others, including the land use boards. Participates in joint interdepartmental meetings, joint board meetings, and neighborhood meetings and tours on a regular basis.

Ensures that the web page information is consumer-friendly, readable, and up-to-date.

Works closely with the Management Information Systems Department (MIS) and Data Analyst to ensure that computer programs function and remain updated, training is performed with employees on a regular basis, and meetings are held regularly to review the status of programs, including data input by employees.

Assists in the maintenance of records and forms.

Prepares reports for use by administrative or judicial authorities. Attends meetings as required, including night meetings. Performs other duties as may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises Senior Building Inspector, Building Inspector/Plans Examiner, Building Inspector, Plumbing/Gas Inspector, Sealer of Weights and Measures, Zoning Officer, Wire Inspector, Senior Code Enforcement Inspector, and all Health and Sanitary Code Enforcement Inspector. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws, working in consultation with the Deputy Director.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

- (A) Possession of Massachusetts Certification as Inspector of Buildings/Building Commissioner;
- (B) At least 5 years of experience in the supervision of building construction or design or in the alternative a 4 year undergraduate degree in a field related to building construction or design, or any combination of education and experience;
- (C) Management and supervisory experience with personnel;
- (D) Valid Driver's License required;
- (E) High School Diploma or Equivalency. Bachelor's Degree in related field preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- (A) Working knowledge of municipal government procedures and operations;
- (B) Knowledge of various codes and regulations for building, electrical, plumbing/gas, energy, health, sanitary, housing, zoning, weights and measures, building regulations pertaining to handicapped persons, land use regulations, and other relevant codes and regulations;
- (C) Knowledge of the quality and strength of building materials, accepted requirements for building construction, sanitation, fire prevention, light, ventilation, safe exits, handicapped accessibility, and other equipment and materials essential for the health and safety of the occupants of a building or structure;
- (D) Knowledge of planning, conservation, and historic matters;
- (E) Knowledge of streamlining and tracking the permitting and inspection process;
- (F) Ability to establish and maintain effective working relationships with the general public, contractors, government officials, employees, and others in person, on the phone, via e-mail, and in writing;
- (G) Ability to exercise initiative, sound judgment, and enforce regulations fairly and consistently;
- (H) Ability to read, analyze, and interpret codes, regulations, plans, maps, professional journals, technical procedures, and governmental regulations;
- (I) Ability to write reports, business correspondence, and procedure manuals; (J) Ability to present information and respond to questions effectively;
- (K) Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- (L) Ability to operate tools and equipment such as personal computer, telephone, copy machine, and fax machine.

**PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk; hear; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must

occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, working near large equipment, and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually moderate; however, the employee is at times present at loud construction sites.

*The City of Lowell is a smoke and drug free employer requiring a physical with drug screen, and CORI, post offer.*

***Qualified individuals send resume and/or application to the Human Relations Office, Rm 19, City Hall, Lowell, MA by 4:00 PM: Deadline ~ May 16, 2014. Applicants may also send resume and/or application to fax # 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

EOE/AA/504 Employer