

**Town of Lexington
Employment Opportunity**

We are currently accepting applications for the Full Time position of:

**Local Building Inspector
Department of Land Use, Health and Development**

Hourly Starting Pay Range \$30.88 - \$36.29

Excellent Benefits Package

The REQUIRED Town of Lexington application form and cover letter must be received in the Town's Human Resource Department. This position is open until filled.

GENERAL SUMMARY:

Under the general supervision of the Building Commissioner, performs a variety of routine and complex technical work related to building inspection to ensure compliance with building related laws, codes and regulations for the safety of the public.

ESSENTIAL JOB FUNCTIONS:

Performs inspections of buildings and reviews construction plans to ensure compliance with Massachusetts Building Codes. Schedules inspections on a daily basis and maintains records of work completed. Uses electronic permitting software as required.

May issue building permits upon receipt of application and verification of insurance coverages.

Responds to complaints regarding code compliance. Investigates complaints and resolves or refers to appropriate person.

Responds to emergencies when requested concerning buildings and construction.

Works to resolve building and construction related problems discovered through inspection and conducts research as necessary to determine solutions.

Works with other town departments i.e. Fire Department, Police Department, Engineering Department, Health Department, Conservation Department, Public Works, Department of Public Facilities and other State and Federal Agencies.

Responds to questions from the public, other departments, and other agencies regarding building codes and Town projects. Interprets codes and provides information as needed. Issues code interpretations.

Enforces codes by issuing stop work orders, correction notices, and citations. Assists in searching for resolution and follows up to ensure remediation. Authorizes and issues certificates and permits as appropriate.

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, and other interested parties.

Maintains knowledge of all applicable codes and regulations and any changes by reading pertinent materials and attending seminars and peer associations. Keeps abreast of technological and other industry changes.

Performs special projects and other related duties as required, directed, or as the situation dictates.

Reports any vehicle maintenance issues to appropriate DPW staff.

Reports any vehicle damage to the Building Commissioner.

Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY: None.

MINIMUM EDUCATION & EXPERIENCE:

Must have at least five years of experience in the supervision of building construction or design or in the alternative a two year associate 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 Building Board of Regulations and Standards. In addition, such persons shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe exits; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure, and the energy requirements. In addition, the person has to have been approved by the board to take the necessary exam. Documentation must be provided.

Valid Driver's License

ADVANCED EDUCATION & EXPERIENCE:

Must achieve Certification as a Local Inspector within 18 months of appointment, and must maintain this certification thereafter.

QUALIFICATIONS:

Knowledge of:

Operations, services and activities of a comprehensive building inspection program.

Occupational hazards and standard safety practices.

Pertinent Federal, State and local laws, and building related codes and regulations enforced by the Town.

Materials, methods, and techniques of building inspection and plans examination work.

Principles of structural design and engineering mathematics.

Ability to:

Interpret, explain and enforce Town policies and procedures related to building construction standards.

Interpret and apply pertinent Federal, State and local laws, and building codes and regulations.

Read and understand complex building plans and specifications.

Apply technical knowledge and follow proper inspection techniques to determine compliance with plans, codes, regulations, and standard construction practices.

Prepare clear and concise written reports.

Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Some outdoor work is required in inspecting properties and conducting other field work. Works outside in all weather conditions and is exposed to environmental hazards. Occasionally works near moving mechanical parts and in high, precarious places.

Regularly required to stand, walk, bend, and climb, for extended periods of time, and to use eye-hand coordination and finger dexterity. Occasionally lifts up to 10 pounds. Operates ladders, staging equipment, levels, measuring equipment, portable radio, camera, and motor vehicle.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided

or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, email jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department, Town of Lexington
1625 Massachusetts Avenue, Lexington, MA 02420
(781) 698-4590