



# Haverhill

Human Resources Department, Room 306  
Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)  
Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)  
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

May 9, 2018

JOB # 2018-017

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** Local Building Inspector  
Health and Inspectional Services Department

**HOURS OF WORK:** Monday - Friday 8:00AM-4:00PM  
(35 hours per week)

**SALARY:** \$48,945.81 - \$57,190.81 per year  
(According to the contractual salary schedule)

**GENERAL STATEMENT OF DUTIES:**

Inspect buildings under the provisions of the General Laws of Massachusetts. Enforce the provisions of the Building Code of the City of Haverhill and applicable zoning regulations.

Examine and approve plans for new buildings and the repair, alterations and safety condition of existing buildings. Inspect egress facilities of buildings. Perform administrative duties, such as enforcement of laws, the investigation of violations and related duties. Maintain records and files of permits granted and inspections.

Inspects buildings under construction and upon completion; meets and confers with developers, builders, and general public regarding construction matters.

Shall act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures, except as otherwise specifically provided for by statutory requirements or as provided for in 780 CMR 120.1.

Reports to the Building Commissioner/Zoning Officer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

**QUALIFICATIONS NEEDED:**

Each local inspector shall have at least five (5) years of experience in the supervision of building construction or design or as an alternative possess a two (2) year associate degree in a field related to building construction or design. In addition, such person shall have a general knowledge of the quality and strength of building materials; 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.



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Successful candidate must be certified by the Board of Building Regulations and Standards within six (6) months of employment by the City of Haverhill. Must have a valid Massachusetts State Construction Supervisor's License.

Must also have strong written and oral communication skills. Will be required to communicate with citizens the results of written reports in the forms of inquiry, complaints, and violations.

Excellent customer service skills. Principals and procedures of record keeping. Works independently in the absence of supervision. Maintain confidential records and reports. Operate and use modern office equipment including computer. Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL REQUIREMENTS:**

Subject to moderate amounts of walking, climbing, crawling, bending and lifting intermittently during working hours. Able to get in and out of vehicle and travel within the community. Subject to frequent interruptions and may need to re-schedule activities.

Involved with city residents, personnel, customers, and government agencies under stressful conditions and circumstances. Must be in good health and demonstrate emotional stability to cope with the mental and emotional stress of the position. Subject to hostile and emotionally upset citizens, owners, and contractors.

Subject to walking through hazardous sites, climbing through unsafe buildings, smelling odors throughout the workday, as well as reactions from dust, and disinfectants.

Required to respond to cell phone calls during the work day and after hours. Must be able to relate and work well with the ill, disabled, elderly, emotionally upset people in the community. Must be able to attend any and all meetings as required. Must be available to respond to after hour calls for departmental related situations.

While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. Attendance is mandatory.

## **CLOSING DATE:**

**THURSDAY, MAY 31, 2018**

## **SUBMIT APPLICATION AND RESUME TO:**

Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street, Room #306  
Haverhill, MA 01830

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

Application can be saved and sent as attachment when applying online. Email should be sent to [HRD@cityofhaverhill.com](mailto:HRD@cityofhaverhill.com). PLEASE REFERENCE "JOB #2018-017" WHEN APPLYING ONLINE.

"THE CITY OF HAVERHILL IS AN EEO/AA/ADA EMPLOYER.