



## **HUMAN RESOURCES**

William J. Lee Memorial Town Hall

AMY B. FORZIATI  
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### **JOB POSTING**

**Job Title:** Local Building Inspector  
**Status:** Full time, 40 Hours, benefit eligible  
**Posting Date:** June 1, 2018  
**Closing Date:** June 30, 2018  
**View Posting:** [www.wakefield.ma.us/human-resources/pages/job-opportunities](http://www.wakefield.ma.us/human-resources/pages/job-opportunities)  
**Apply Online:** [www.wakefield.ma.us/human-resources/webforms/job-application](http://www.wakefield.ma.us/human-resources/webforms/job-application)

The Town of Wakefield has an opening for the position of **Local Building Inspector**.

The Town of Wakefield has an immediate opening for a **Local Building Inspector** to assist the Inspector of Buildings in performing professional and inspectional work related to the enforcement and interpretation of the Massachusetts State Building Code.

### **DUTIES**

- Receive and review applications for building permits for compliance with State Building Code
- Examine plans for building construction, alteration, or repair and approve issuance of permits
- Inspect buildings under construction or repair for conformity with approved plans and structural requirements
- Maintain records of building and inspection activity, and complete related reports
- Assist in resolving complex and sensitive customer service issues, either in person, by telephone, or in writing
- Document and maintain of customer service issues and resolutions
- Enforce all aspects of the Zoning By-Laws, General By-Laws and Sign By-Laws
- Interact with all departments and consult with the Fire Department on code related issues

### **MINIMUM ENTRANCE REQUIREMENTS**

High School diploma or equivalency. Must meet the following minimum qualifications per M.G.L. Chapter 143 Section 3

Five (5) years of experience in the supervision of building construction or design or in the alternative a two year associates degree in a field related to building construction or design or any combinations of education and experience which would confer

ONE LAFAYETTE STREET | WAKEFIELD, MASSACHUSETTS 01880

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On the web: [www.wakefield.ma.us](http://www.wakefield.ma.us) then [Departments](#) then [Human Resources](#)

equivalent knowledge and ability, as determined by the Board of Building Regulations and Standards. In addition, such persons shall have a general knowledge of quality and strength of building materials; a general knowledge of accepted requirements for building construction and must obtain certification as per 780 CMR 110.R.7

Salary will commensurate with experience.

All applicants should submit an application, resume and cover letter stating their interest in the position, education, training and experience which demonstrates the required knowledge, skills and abilities to perform the duties of this position.

Applications will be accepted online at:

To be considered for this position, applicants must submit a letter of interest and resume online at: [www.wakefield.ma.us/human-resources/webforms/job-application](http://www.wakefield.ma.us/human-resources/webforms/job-application)

Or in writing to Amy B. Forziati, Human Resources Manager ([aforziati@wakefield.ma.us](mailto:aforziati@wakefield.ma.us)), Wakefield, 1 Lafayette Street, Wakefield, MA 01880.

### **EEO Employer**

The Town of Wakefield provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Town of Wakefield complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Wakefield expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Town of Wakefield's employees to perform their job duties may result in discipline up to and including discharge.

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