



## TOWN OF MATTAPOISETT

### Job Description

<b>Position Title:</b>	<b>Director of Inspectional Services</b>	<b>Reports To:</b>	<b>Town Administrator/Select Board</b>
<b>Department:</b>	<b>Building Department</b>	<b>FLSA Status:</b>	<b>Full-time, Salaried, Exempt</b>

#### **Summary of Position Responsibilities:**

The Director of Inspectional Services performs professional, administrative, supervisory, technical and inspectional work related to the enforcement and interpretation of 780 CMR; the Massachusetts State building code, provisions of M.G.L. Chapters 40A and 40B, the Town of Mattapoisett By-laws and Zoning By-laws in a timely manner, abiding by all municipal, state and federal guidelines, regulations and quality standards and ensuring safe, courteous and professional behavior is observed in all situations.

#### **Description of Supervision/Supervisory Responsibilities:**

*Supervision Scope:* Performs varied and responsible functions of a technical nature requiring considerable initiative and independent judgment in the planning, administration, and execution in the department's services. Works independently in formulating decisions regarding policies, procedures, operations, and department plans.

*Supervision Given:* Supervises clerical staff as well as contracted vendors including Building Inspectors, Electrical Inspector(s), Plumbing, Gas Inspector(s) in accordance with staffing guidelines established by the Town Administrator/Select Board.

#### **Work Environment:**

The Director of Inspectional Services administrative work is performed in typical office conditions. Site inspection work may be performed outdoors at which time the incumbent may be exposed to weather extremes of hot and cold temperatures and inclement weather. Required to traverse uneven terrain and is subject to the hazards associated with construction sites.

Incumbent may be required to work beyond normal business hours to attend evening meetings and respond to important situations and emergencies.

#### **Nature and Purpose of Public Contact:**

Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems.

More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

## **Confidentiality**

Incumbent has regular access to department-related confidential information, requiring the application of appropriate judgement, discretion, and professional protocols. The incumbent is expected to highly regard the privacy and confidentiality, and to maintain related information regarding any personal, family, medical, health, disabilities and financial data, insurance, legal proceedings as confidential.

## **Essential Functions of Job:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work which 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.*

- Enforce all provisions of the Massachusetts State Building Code and any other applicable state and local statutes, rules and regulations of the By-laws.
- Develop and execute administrative policies and procedures for all assigned functions of the department.
- Oversee all administrative functions: schedules, invoices, billing, etc., and direct the daily operations of the Building Department office. Review, prepare and administer departmental payroll, prepare budget, annual report and capital acquisition documents.
- Make recommendations for contracted services, coordinate and participate in purchasing of equipment, computer hardware/software and authorize the purchase of supplies as needed.
- Inspect buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans, issues Certificates of Occupancy when appropriate.
- Confer with builders, architects, engineers, property owners, and general public regarding construction requirements, application of the zoning and conservation commission rules and regulations, site plans and other related matters.
- Monitor construction, repair, alteration, demolition, removal and occupancy of all buildings and structures in the town.
- Review all plans and specifications involved in the issuance of building permits required by the Massachusetts State Building Code.
- Initiate enforcement actions for alleged violations of applicable rules and regulations.
- Meet, discuss and advise all applicants as to compliance with all applicable federal, state and local rules and regulations as well as the permitting process and procedures.
- Answer all inquiries regarding codes/by-laws; initiate enforcement action for alleged violations of applicable rules and regulations.
- Review all Board of Appeals applications; provides support to Board of Appeals and attend meetings as required.
- Interact with all Town boards and departments regarding policies, as well as planning and improving service-related functions.

**Knowledge, Abilities, and Skills:**

**Knowledge:** Thorough knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. A complete understanding of the materials and methods of building construction. Knowledge of fire prevention, light, ventilation, egress, electrical, heating, refrigeration, and plumbing installations. Working knowledge of other equipment and materials essential for life safety, comfort, and convenience of the occupants of a building or structure. Thorough understanding of field inspection practices.

**Ability:** Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective and harmonious working relationships with town officials, the public, and members of the building community. Ability to communicate effectively in written and verbal form.

**Education and Other Requirements:**

Minimum of High School education and five (5) years of experience in the supervision of building construction or design; Bachelor's degree in a related field preferred; or any equivalent combination of education and experience.

Possession of a valid motor vehicle operator's license is required.

Employee to remain fully certified and abreast of code/law changes through required attendance at trainings, workshops, or otherwise, as is directly applicable and required by the position per statute.

Subject to pre-employment physical and CORI background check.

**FLSA status**

This position is exempt under the Fair Labor Standards Act.

*The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.*