



**City of Gardner
Department of Personnel
95 Pleasant Street
Gardner, MA 01440
(978) 630-4001 • Fax (978) 630-3778**

**POSITION AVAILABLE
BUILDING DEPARTMENT
LOCAL BUILDING INSPECTOR**

Date of Posting: September 1, 2010 Annual Salary: \$52,000
Last Day to Apply: September 30, 2010 Full Time

The City of Gardner Building Department is seeking a full-time Local Building Inspector. The Local Inspector will assist the Building Commissioner in the performance of his duties and shall also be responsible for the enforcement of the Massachusetts State Building Code.

Duties & Responsibilities:

- Assist in the provision of administrative and technical work connected with the interpretation, processing and enforcement of the Building Code and the Zoning Laws.
- Act on any question relative to the mode or manner of construction and materials to be used in the construction, alteration, repair, demolition, removal and maintenance of all buildings and structures within the City.
- Receive applications, review under the supervision of the Building Commissioner, plans and specifications for construction, reconstruction, alteration, repair, addition and demolition projects within the City to determine compliance with Massachusetts and City Codes, by ordinance and regulations relating to building, zoning, signs and architectural access; and in the issuance of building permits; calculate and collect fees, and the maintenance of associated records.
- Perform field inspections of premises to verify that all work is being performed in accordance with the plans and all applicable codes and laws.
- Inspect buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans.
- Issue Certificates of Occupancy when required.
- Investigate complaints of alleged code violations and take appropriate action and issue necessary notices or orders to correct illegal or unsafe conditions, to require the necessary safeguards during constructions, to require adequate egress facilities in new construction and existing buildings and structures, and to insure compliance with all code requirements for the safety, health and general welfare of the public.
- Assist the Building Commissioner in making annual inspections of restaurants, liquor establishments, nursery schools, private schools, places of assembly and other facilities as required in conformance with statute, code and local ordinance.
- Works collaboratively with the Electrical Inspector and Plumbing & Gas Inspector. May direct clerical staff from time to time.

Requirements:

- Ability to work effectively under time constraints and meet deadlines.
- Ability to operate a personal computer utilizing Microsoft windows environment and other required programs.
- Ability to work on and prioritize several on-going tasks.
- Must have the ability to communicate effectively, in oral and written form, with the general public as well as with other City and Commonwealth officials.
- Ability to work independently.
- Must perform all aspects of job responsibilities with honesty and integrity.

Qualifications:

In accordance with the provisions of M.G.L. c. 143, § 3, each local inspector shall have had at least five (5) years experience in the supervision of building construction or design or in the alternative a two (2) 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 Board of Building Regulations and Standards (“BBRS”). 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 egress; as well as general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure.

Must be certified by the BBRS as a Local Building Inspector in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors.

Any person qualified and interested in applying for the above position, please submit a resume and letter of interest to Debra Pond, Director of Personnel at 95 Pleasant Street, Gardner, MA 01440 or at dpond@gardner-ma.gov by 4:30 PM on Thursday, September 30, 2010.

The City of Gardner is an Equal Opportunity Employer. AA/EOE