

DEPARTMENT OF COMMUNITY SERVICES
TOWN OF HANOVER

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MUNICIPAL INSPECTIONS: (781) 826-6400
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COUNCIL ON AGING: (781) 924-1913
VISITING NURSES: (781) 826-4971



FAX

CONSERVATION: (781) 826-5950
PLANNING: (781) 826-5950
BUILDING: (781) 826-5950
HEALTH: (781) 826-5289

TO: Bulletin Boards at: Town Hall, School Department, Library, COA, DPW, Fire and Police Departments and the Town Website

FROM: Tammy Murray
Acting Director of Community Services

DATE: May 21, 2018

**NOTICE OF VACANCY
BUILDING INSPECTOR (PART-TIME)**

This position is responsible for enforcement and interpretation of the Massachusetts Building Code (780 CMR) and the Zoning Bylaw of the Town of Hanover. Reporting to the Building Commissioner, responsibilities include but are not limited to inspections, issuance of building permits, assisting with staff operations and resource deployment. Assist in other departments within the Department of Municipal Inspections as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Interpret and enforce the Massachusetts Building Code (780 CMR) and the Town of Hanover Zoning Bylaws. Issue building permits and perform all necessary plan review and inspections. Act as the Zoning Enforcement Officer for the Town of Hanover. Work with the Fire Department to inspect all businesses and properties as outlined in Table 110 in the Massachusetts State Building Code, 780 CMR, 8th Edition. Assist in the supervision of part-time inspectors. Review of Site Plans and Applications for Site Plan Review, Special Permits and Variances and report to the proper Boards to give guidance and recommendations as necessary. Attend conferences and training as offered to maintain Continuing Education Units for the Local Building Official certification. Assist the Health Department when required with witnessing percolation tests and inspecting the installation of Title V septic systems. Massachusetts Local Building Inspector certification shall be obtained within one-year from the date of hire. *(please see the attached job description)*

Recommended Minimum Qualifications:

Candidates for this position should have a bachelor's degree in field related building construction or design and/or five to seven years prior experience in the supervision of building construction or design or a combination of education and experience; or any equivalent combination of education and/or experience. Preferred Candidates will be skilled at building a team approach within the department.

The position is part-time working 19 hours per week. The salary range is \$24.00 - \$26.00 per hour depending on experience. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail: ann.lee@hanover-ma.gov. The posting will remain open until 12:00 p.m. on June 4, 2018, or until the position is filled. (Posted May 21, 2018)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

Town of Hanover Job Description

Job Title: Local Building Official
Department: Department of Municipal Inspections
Reports To: Building Commissioner
FLSA Status:
Prepared By: Tammy Murray/Ann Lee
Prepared Date: May 2018
Approved By: Joseph Colangelo, Town Manger
Approved Date: May 2018

SUMMARY

This position is responsible for enforcement and interpretation of the Massachusetts Building Code (780 CMR) and the Zoning Bylaw of the town of Hanover. Reporting to the Building Commissioner, responsibilities include but are not limited to inspections, issuance of building permits, assisting with staff operations and resource deployment. Assist in other departments within the Department of Municipal Inspections as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Interpret and enforce the Massachusetts Building Code (780 CMR) and the Town of Hanover Zoning Bylaws.
- Issue building permits and perform all necessary plan review and inspections
- Act as the Zoning Enforcement Officer for the Town of Hanover
- Work with the Fire Department to inspect all businesses and properties as outlined in Table 110 in the Massachusetts State Building Code, 780 CMR, 8th Edition
- Assist in the supervision of part-time inspectors.
- Work with the towns permitting software (View Permit) and make recommendations to improve efficiency utilizing online permitting.
- Review of Site Plans and Applications for Site Plan Review, Special Permits and Variances and report to the proper Boards to give guidance and recommendations as necessary
- Directing staff to highest and best potential
- Make recommendations to Boards and Committees with regard to Building Code and Zoning Bylaw Enforcement.
- Maintain a working knowledge of the Towns Zoning and General Bylaws, Master Plan, Preservation Plans and State Regulations governing land use planning, zoning, housing, preservation and specific case law pertinent to these categories in order to advise and assist the general public, Boards and other staff members
- Attend conferences and training as offered to maintain Continuing Education Units for the Local Building Official certification.
- Assist the Health Department when required with witnessing percolation tests and inspecting the installation of Title V septic systems
- Massachusetts Local Building Inspector certification shall be obtained within one-year from the date of hire.

SUPERVISORY RESPONSIBILITIES

Supervise staff members as directed by the Building Commissioner and complete employee evaluations on any staff that you supervise.

Department Heads and Appointing Authorities are responsible for disseminating the Town's Sexual Harassment policy to employees under their supervision; informing employees that sexual harassment is prohibited conduct which will not be tolerated or condoned, and that disciplinary action will be taken against any person who engages in sexual harassment; advising employees of their right to complain to one of the Town's Sexual Harassment Complaint Hearing Officers, the Massachusetts Commission Against Discrimination (MCAD), and the U.S. Equal Employment Opportunity Commission (EEOC); informing employees that it is advisable to report conduct which the employee believes to be sexual harassment in a timely manner; and assisting all parties in the complaint resolution process.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Candidates for this position should have a bachelor's degree in field related building construction or design and/or five to seven years prior experience in the supervision of building construction or design or a combination of education and experience; or any equivalent combination of education and/or experience.

Preferred Candidates will be skilled at building a team approach within the department.

COMPUTER SKILLS

Must be able to work with existing programs including Microsoft Office, Geographic Information Systems and View Permit and be comfortable learning any new programs as they are introduced.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

ACCOUNTABILITY

Responsibilities involve participation in planning activity at the department level or the development of solutions to complex problems requiring analysis and complex decision-making where errors in judgment would be very difficult to detect; errors could result in serious losses.

INTERRELATIONSHIPS

Assigned duties may involve serving as the functional representative of the organization on routine matters of policy and procedure; must be able to affect and/or modify the actions of others where empathy and perceptiveness are required to analyze individual circumstances and determine the most appropriate course of actions.

CERTIFICATES, LICENSES, REGISTRATIONS

As noted under Essential Duties and Responsibilities.

MISCELLANEOUS

A dependable vehicle and valid Massachusetts Driver's License are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to be in the field and on construction sites to perform inspections. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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 the requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read this job description. I understand the responsibilities assigned to this position. I certify that I can perform these functions.

Employee Signature **Date** **Supervisor's Signature** **Date**

Print Name

Print Name