



**Job Posting- June 23, 2020  
Deadline- July 7, 2020  
Full Time Local Inspector  
Building Department**

**\*\*\*GRANT FUNDED POSITION BY THE COMMUNITY DEVELOPMENT BLOCK GRANT\*\*\***

**Position Summary:** Performs inspection and technical work related to health and safety issues in buildings as part of a comprehensive grant funded program through the Community Development Block Grant; Performs all other related work as required.

**Essential Functions:** All, or a portion of work as determined by the City, is targeted towards objectives specified in the CDBG proposal that was approved by the City, particularly area based blight inspections and orders for correction. All, or a portion of work as determined by the City, to be exclusively dedicated to areas of low to moderate income. Coordinates and administers the compliance and enforcement of all applicable state regulations, state statutes, and city ordinances pertaining to minimum standards of safety for buildings and non-building structures to ensure the health, safety, and protection of the public in the construction and occupancy of buildings. Reviews permit applications and plans; Meets with contractors, design professionals, and homeowners on site and performs inspections of buildings and structures during construction and existing buildings and structures; Determines if plans, workmanship, and materials conform to all existing code requirements. Responds and initiates enforcement action related to city zoning ordinances, including licensing and conservation related provisions. Assists in the filing and management of Housing Court cases, including responding to court ordered inspections, and appearing in court as a witness. Assists in generating a schedule of systematic inspections of work area; Tracks work flow for reporting to local and federal agencies (HUD). Coordinates with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards. Issues verbal and written orders for correction of deviation from applicable codes, laws, and regulations; Generates reports, letters, notices, and tickets regarding inspection activities. Keeps all such documents properly organized and prepared for audit and submission to HUD for annual progress reports. Ensures that all applicable work is performed within HUD guidelines and regulations. Performs similar or related work as required, directed or as situation dictates. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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.*

**Knowledge, skills, and abilities required:** Working knowledge of accepted requirements for building construction, fire prevention, light, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Working Knowledge of national uniform building codes, zoning and land use applications. Ability to initiate complex technical research, the compilation of comprehensive reports, and the practical application of findings. Ability to read plans of construction projects, blueprints, organize and assess conditions, deals effectively and diplomatically with the public, consultants, officials, department heads and other constituencies. Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software, skill in operating the above listed tools and equipment, budgetary management skills.

**Education, experience, certification, licensure required:** Bachelor's degree in a related field to building construction and/or design or five years of experience in building construction or design. Must be certified as a Local Inspector by the Board of Building Regulations and Standards (BBRS) in accordance with M.G.L. Ch. 143, Sec. 3 and the regulations of the BBRS.

**Supervision:** Works under the direct supervision of the Building Commissioner and Assistant Building Commissioner.

**Job Environment:** General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines. Makes frequent contact with the public and city and state officials.

**Physical Requirements:** This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Employment Status & Hours:** Regular Full Time, 35 hours per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.)

**Fair Labor Standards Act (FLSA) status:** Non-Exempt

**Pay Rate:** \$27.24 per hour up to \$29.13 per hour (S-38, NAGE R1-180)

**Employee Benefits:** Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please respond by **EMAIL ONLY** to include letter of interest & resume.

[Personnel@HOLYOKE.org](mailto:Personnel@HOLYOKE.org)

**NO PHONE CALLS OR WALK-IN INQUIRIES**

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