



**City of Holyoke  
Building Department  
Full Time Local Inspector  
JOB POSTING – September 12, 2022 - September 26, 2022**

**Position Purpose:**

Performs administrative and technical work related to building safety and all Codes and Inspections Department activities in the City of Holyoke, administers and coordinates the planning of department projects, responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various 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.)*

- Assist the Building Commissioner and Assistant Building Commissioner in the performance of their duties.
- Coordinates and administers the compliance and enforcement of laws and codes governing the construction of new buildings, altering existing structures or demolition work, including but not limited to the State Building Code and regulations made there under, and Chapter 18 of the City of Holyoke Code of Ordinances.
- Reviews permit applications and plans, provides inspections of buildings and structures under construction and existing buildings and structures to determine if plans, workmanship, and materials conform to all applicable code requirements.
- Interacts with developers and contractors regarding code compliance issues, inspection requirements, and minimum standards of construction and materials.
- Confers with architects, contractors and others concerning building code provisions and construction methods.
- Reviews processes applications for work and periodic inspections.
- Schedules and performs inspections for all types of work and periodic inspections for existing structures
- 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
- Stays abreast of new trends and innovations in the field of building code administration.
- Cooperates, assists, and communicates timely, accurately, and effectively with all departments.
- Prepares well thought-out, clear reports for the Building Commissioner. Performs similar or related work as required, directed or as situation dictates.
- Responds and initiates enforcement action related to the City of Holyoke Zoning Ordinance.
- Issues verbal and written orders for the correction of deviation from applicable codes, laws, regulations.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

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. Bachelor's Degree in a field related to building construction and/or design and four (4) years of experience in building construction or design. Conditional appointments are acceptable with pre-approval from the State.

**Knowledge, Ability and Skill:**

*Knowledge:* 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.



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*Ability:* Initiate complex technical research, the compilation of comprehensive reports, and the practical application of findings. Read plans of construction projects, blueprints, organize and assess conditions, deal effectively and diplomatically with the public, consultants, officials, department heads and other constituencies.

*Skill:* 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.

**Physical Requirements:**

*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.*

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.

**Supervision:**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

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

*Supervision Given:* None.

**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 municipal, state, and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads, other city employees. Contacts are in person, by phone, email, and group meetings.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

*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 requirements of the job change.*

**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):** Non-exempt

**Pay Rate:** Anticipated \$33.8373 - \$35.8845/hr paid biweekly (NAGE)

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

*\*\$2,500 bonus eligible*

Please send your letter of interest and your resume by email ([Personnel@holyoke.org](mailto:Personnel@holyoke.org)) to Personnel Administrator

City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.