

Town of Charlton Seeks a PT Local Inspector for its Building Department

The Town of Charlton seeks to fill a part-time (15 hour) Local Inspector position. Under the general direction of the Building Commissioner and the Board of Building Regulators, the Local Inspector is responsible for performing inspection work related to reviewing building applications and plans and the enforcement and interpretation of the State Building Code, the local zoning bylaws and other applicable regulations. Performs varied and highly responsible duties of a technical nature requiring considerable judgment in the application, interpretation and enforcement of building codes, zoning bylaws and other applicable regulations.

RECOMMENDED QUALIFICATIONS

- High School diploma or equivalent and advanced technical training; Bachelor's Degree in a related field preferred; five years of experience in the supervision of building construction or design; or an equivalent combination of education and experience.
- State certification as a Local Inspector; Massachusetts Construction Supervisor's License; and maintain a valid MA motor vehicle operator's license.
- General knowledge of the 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.
- Thorough knowledge of the materials, methods and equipment of building construction and of the State Building Code, local zoning bylaws and other applicable state statutes, rules and regulations.
- Ability to read and interpret technical information, Massachusetts General Laws and regulations, and engineering criteria and design information and to communicate information. Ability to read and interpret blueprints, drawings and plans.
- Ability to enforce regulations firmly, tactfully and impartially. Ability to deal appropriately with the general public and members of the building community.
- Skill in the operation of the above listed equipment. Excellent public relations skills. Computer skills including Microsoft Word, Excel, Outlook and other similar programs.

It is preferred that the chosen candidate perform the majority of their other work in communities other than Charlton.

Hiring Pay: \$25.00 hourly.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, found at www.townofcharlton.net/opportunities.htm, to Jessica.Lewerenz@townofcharlton.net. Position will remain open until filled. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*

TOWN CLERK
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