



City of Framingham, MA

May 9, 2024

Position Vacancy

RFP #24-046-01

Position: Local Inspector/Assistant Plans Examiner
Department: Inspectional Services
Grade: PR-5 Full Range: \$73,704 – 91,642
Anticipated Hiring Range: \$73,704 - \$81,376
Schedule: 37.5 Hours per week
Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.

The City of Framingham is currently a 100% onsite work environment.

This position is covered by the Collective Bargaining Agreement between the City of Framingham and the SEIU, Local 888 Professional Union.

The City of Framingham is seeking qualified candidates to fill a full-time position of Local Inspector/ Assistant Plans Examiner. The ideal candidate will be familiar with building, construction, plan review, and the enforcement and interpretation of the State Building Code, local zoning ordinances, and any other applicable regulations. The ideal candidate must be able to interact diplomatically with contractors, residents and colleagues. Candidates with professional backgrounds in electrical, plumbing, mechanical, and/or heating trades would be a plus.

Essential Functions/Primary Duties:

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

1. Inspects safety conditions of existing buildings and performs annual inspections of various business and places of assembly as prescribed by the Building Code.
2. Maintains accurate daily inspection logs, and records of inspection certificates and on-site permits.
3. Works with and facilitates the review and processing of building plans submitted for permit authorization, in compliance with state code and local ordinances, and forwards documents to other departments, Boards or Commissions as required for authorization.
4. Assists applicants with the building permit application process, reviews plans for building construction or alteration to determine compliance with State Building Code, Town Zoning By-Laws, or other regulations.
5. Works with other departments to assure effective, efficient, responsive and knowledgeable procedures and processes relative to construction, renovation, demolition, etc. in the city.
6. Conducts progress inspections and determines compliance with state Building Code, zoning by-laws, and other state and local regulations of buildings and structures under construction. Issues notices of violation and enforces appropriate remedial action as appropriate.

Position Requirements:

- Associate's degree or higher in engineering or a related field
- At least five years of progressively responsible experience in the construction/building field
- Prior municipal experience in a similar position is preferred
- Valid Class D Motor Vehicle Operator's License
- Construction Supervisor's license
- Local Inspector's license

- Certification as a Building Plans Examiner and/or MA Certified Building Official is preferred
- Satisfactory results of a MA CORI/SORI background check
- **Working knowledge of the following:**
 - Basic architectural/mechanical drafting
 - Engineering principals and design methods
 - Building and construction materials
 - State building code
 - Local ordinance and building regulations
- **Ability to:**
 - Plan and prioritize daily work
 - Execute tasks in a timely and accurate manner
 - Establish and maintain effective working relationships with supervisors and co-workers
 - Work independently, and be self-motivated, in a team environment focused on providing high quality professional services
 - Perform multiple tasks
 - Read and interpret plans and blueprints
 - Deal with difficult customers
 - Maintain confidential information
 - Access the internet to obtain information in support of department operations
- **Needed skills:**
 - math
 - analysis
 - observation

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Supervision Received:

The Inspector/Examiner works under the general supervision of the Building Commissioner/Director of Inspectional Services. The Inspector/Examiner will become familiar with the work routine and use initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. You will be expected to recognize instances which are out of the ordinary and which do not fall within existing instructions and you will then be expected to seek advice and further instructions. Reviews and checks of your work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

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 position's essential functions.

Minimal physical effort is required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to stand, sit, speak and hear, reach with hands and arms, use hands to operate equipment, stoop, crawl and climb ladders; must be able to access all areas of a construction site. Vision requirements include the ability to read documents, maps, plans and blueprints, use a computer and operate a motor vehicle.

Supervisory Responsibility:

Employee is not required to supervise other city employees.

Work Environment:

The Local Inspector/Assistant Plans Examiner works in an office environment and may also work outdoors and in a variety of building settings. The work environment involves everyday discomforts typical of indoor environments subject to frequent interruptions. Noise or physical surroundings may be distracting. Outdoor work may involve inclement weather. Inspection conditions may also involve exposure to a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may involve occasional work at heights, or in confined or cramped quarters, or work around machinery and its moving parts.

Occupational Risk:

Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bumps, bruises or cuts from falls when conducting field inspections.

Nature and Purpose of Relationships:

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Confidentiality:

In accordance with public records law, the employee does not have regular access to confidential information of the department.

Accountability:

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

Judgment:

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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Framingham City Hall (The Memorial Building) is located at 150 Concord Street, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).

The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.