



## CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451

781-314-3355 FAX 781-314-3358

E-MAIL – [kmurphy@city.waltham.ma.us](mailto:kmurphy@city.waltham.ma.us)

Kristin Murphy  
Human Resources Director  
Workers' Compensation Agent

### Senior Building Inspector Building Dept. City of Waltham

**Job responsibilities:** The purpose of this position is to provide for the safe construction and occupancy of structures and for the protection of investments in real property by assuring structures meet or exceed building code requirements and related standards. This is accomplished by the research and application of construction codes in force and effect within the City. Compliance with adopted standards is achieved through education, the permit review process, inspections, and enforcement actions. The work includes the review of applications and associated site, structural and other required construction plans, and coordinating code compliance activities with other inspectors and agencies. Under titles designated by the State, a Senior Building Inspector has the authority, duties and responsibilities of a "Local Building Inspector." A Senior Building Inspector is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Reviews applications for construction permits, site plans, and building plans; calculates and collects applicable fees. Meets with lawyers, architects, engineers, developers, builders, and homeowners to determine granting/denial of all permits. Inspects occupied structures, buildings under construction, alteration, repair or demolition for compliance with building, zoning and other adopted codes or standards within the City. Ensures that appropriate corrective actions are taken as warranted. Answers and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements. Interprets building and zoning codes and laws to homeowners, builders, contractors, architects, and others, advising them on proper procedures to follow. Investigates complaints of alleged zoning and code violations and takes appropriate action; confers with the Inspector of Buildings/Superintendent of Buildings as needed. Consults with other municipal departments and agencies concerning public safety in buildings within the City. Responds to fires to review building code violations and condemnation requirements. Maintains inspection records and prepares reports from same. Maintains current knowledge of all applicable laws, codes, and rules and regulations regarding department operations. Performs similar or related work as required, directed or as situation dictates. Full job description available through Human Resources.

**Qualifications:** Advanced technical training and apprenticeship in a field related to building design or construction; more than five years of construction supervision or inspection experience; or any equivalent combination of education and experience. Must successfully pass a Criminal Offenders Record Information (CORI) and a pre-employment physical with drug and alcohol screening. A valid motor vehicle operator's license is required. Commonwealth of Massachusetts Construction Supervisor's license. Certification as an Inspector as required by the Commonwealth of Massachusetts and the Board of Building Regulations & Standards.

**Rate of pay: \$72513 yr Excellent benefits Hours: 8:30am-4:30pm Deadline to apply: Open until filled.**

**Qualified candidates should submit a City of Waltham application, resume & cover letter.**

City of Waltham  
Human Resources Dept.  
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Waltham, MA. 02451  
781-314-3355  
Fax 781-314-3358  
[jobs@city.waltham.ma.us](mailto:jobs@city.waltham.ma.us)  
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