



## 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

### Code Enforcement Inspector Building Dept. City of Waltham

**Job responsibilities:** The purpose of this position is to assist the Inspector of Buildings with enforcement of Article V the Property Nuisance Ordinance enacted in May 2017 which regulates property in disrepair. This is accomplished by the research and application of applicable local, state and federal regulations and advisory requirements. The Code Enforcement Inspector is responsible for improving upon the efficiency and effectiveness of all areas under his/her direction and control. Inspects properties from a public way, taking images of violations, organizing files and reports and researching owner information, prepares notices of violations, tracks all enforcement cases, works with and supports building inspectors with case management and the organization and coordination of notices and orders. Enforces regulations on handicap accessibility and fences. Investigates complaints of alleged zoning and code violations and takes appropriate action; confers with the Chief Building Inspector and Senior Code Enforcement Inspectors as needed. Ensures compliance with local, state, and federal codes and regulations. Investigates complaints. Prepares reports. Identifies violations and issues notices/orders. Determines and recommends corrective action or makes referrals as necessary. Takes photos and documents conditions with precise detail. Identifies violations and issues notices/orders to appropriate parties. Prepares for court cases; attends departmental hearings and/or court hearings. Represents the department and the city at hearings and meetings pertaining to the duties of this job. Performs similar or related work as required, directed or as situation dictates. Full job description available through Human Resources.

**Qualifications:** Associates degree and five years of inspection or construction experience; or any equivalent combination of education and experience. Must be proficient with computers. Must have the ability to operate a cellphone/smart phone and a camera. Must have excellent customer service skills and must be able to deal with the public professionally. A valid motor vehicle operator's license is required. Must successfully pass a Criminal Offenders Records Information (CORI) a lift test, and a pre-employment physical with drug and alcohol screening.

**Salary: \$77,876 yr. Excellent benefits Hours: 8:30 a.m.-4:30 p.m.  
Deadline to apply: Thursday, April 25, 2024**

Qualified applicants should submit a completed City of Waltham application, resume and cover letter to:

Human Resources  
City of Waltham  
119 School St.  
Waltham, MA. 02451  
Req. # 2024-46

[jobs@city.waltham.ma.us](mailto:jobs@city.waltham.ma.us)

Applicant selected must submit 3 letters of recommendation within one week of accepting any conditional offer. Letters may not be dated any older than 2 yrs. and may not be from relatives. Emails are acceptable providing they come directly for the author's email.