



Job Title: Building Inspector
Department: Department of Municipal Inspections
Hours: Monday– Thursday 8:15 AM – 5:00 PM, Friday or Saturday 8:15 AM – 12:15 PM
Salary: \$26.77 - \$29.66 per hour, plus excellent benefits.
Contract: Union position.

THE CITY OF REVERE:

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

DEFINITION

Employee is responsible for the provisions of administrative, technical and inspection work related to the enforcement and interpretation of the State building code, local zoning by-laws, and other applicable department regulations. Employee is required to perform all similar or related duties.

ESSENTIAL FUNCTIONS

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.

- Conducts site evaluation of building construction in the town; inspects construction plans, materials, and workmanship to insure for compliance with application codes and regulations; verifies data and records, and creates a record of findings at each site inspection
- Reviews plans and permit applications for building construction to determine compliance with State Building Code and City Zoning By-Laws
- Reviews plans and conducts inspections for sign code enforcement
- Maintains and updated records, database, and files of information for the department
- Inspects safety conditions of existing buildings
- Inspects construction and renovation work to ensure that such work complies with all applicable building codes and ordinances
- Appears at administrative hearings and court proceedings and provides expert testimony

- Attends and participates in staff, department and other meetings and hearings. Serves on assigned committees. Maintains required contacts to keep abreast of developments within field or areas of interest; liaises with community and other groups
- Supports other related functions for the health department, including conducting other types of inspections performed by the Department
- Maintains comprehensive records of all inspection results, utilizing the electronic tools available for maximum documentation and reporting
- Performs other similar or related duties as required

SUPERVISION RECEIVED

Employee works under the general supervision of the Building Commissioner. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations that are not governed by an existing department practice or State regulation are referred to the supervisor for advice and further instructions. Supervisor reviews work as necessary in order to remain aware of progress, work methods, and technical accuracy.

WORK ENVIRONMENT

Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, loud noises and risk of personal injury.

Work is performed primarily outside sometimes during including inclement weather (including but not limited to rain, snow, sleet, and heat). Must occasionally work near moving and heavy traffic. Work frequently involves dealing with difficult people in high pressure and or conflict situations. The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job.

QUALIFICATIONS

- Revere residency preferred
- Associate’s Degree in Construction Supervision required
- Five to seven (5-7) years of experience in construction; or any equivalent combination of education, training and experience which provides the required knowledge skills and abilities to perform the essential functions of the job.
- Construction Supervisor’s license required
- State Certification as a Building Inspector within 12 months of hire required
- Must possess and maintain a valid State driver’s license

SPECIAL REQUIREMENTS

- Ability to obtain State Certification as a Building Inspector within 12 months of hire
- Candidate must learn all applicable building codes and ordinances
- May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

KNOWLEDGE AND ABILITIES

Knowledge:

- Knowledge of laws, rules, and regulations pertaining to building codes and related Massachusetts General Laws
- Knowledge of and ability to review plans
- Excellent knowledge of computer databases, use of software systems. Knowledge of word processing computer applications

Abilities:

- Ability to work independently with minimal supervision
- Ability to interact effectively with coworkers, the public and various customers, both internally and externally
- Able to understand and explain procedures and regulations
- Ability to work efficiently on both desktop and tablet applications
- Ability to learn and absorb new information quickly

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.