



CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960
Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING

ASSIST BUILDING INSPECTOR

TITLE: Assistant (Local) Building Inspector
LOCATION: City Hall, 24 Lowell St.
DEPARTMENT: Community Development , Planning and Building Inspection
HOURS: Monday through Wed. 8:30 to 4:00; Thursday from 8:30 to 7:00 and Friday from 8:30 to 12:30.
PAY: DOQ \$57,000 to \$60,600 per year

Summary of Duties: (full description available at the Human Resources Office)

The City of Peabody is seeking a Local Building Inspector who works under the supervision of the Building Commissioner. Performs enforcement of the Mass. Building code and local zoning ordinances. Inspects new and existing construction for conformance with laws. Examines and may approve plans and specifications for new building and for repairs and alterations of existing buildings. Performs all duties required to inspect and permit construction work. Issues permits for installation, alteration, repair, and construction. Investigates complaints of violations and records findings. Record keeping and other duties in support of department obligations as may be assigned.

Qualifications: (Summary of qualifications required; full statement available at HR Dept.)

Experience and Education: At least five years of experience in the supervision of building construction or design or in the alternative a two year associate degree in a field related to building construction or design or a combination of education and experience approved by the Board of Building Regulations and Standards. In addition, such person shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe exits; and a general knowledge of other equipment and materials essential for safety of a building or structure. An applicant for certification as a building code enforcement official **must** meet or exceed the minimum qualifications stated above for certification. A Local Building Inspector must be tested and attain passing scores in all examinations required for certification under the National Certification Program for Construction Code Inspector (NCPCCI); he/she must apply to the Board of Building Regulations and Standards to receive the State's certification. The certification status must be maintained through continuing education. Must be able to accurately and efficiently use computer software such as Microsoft Office products and tools.

Physical Demands:

The employee is regularly required to communicate with clarity; speak and hear without notable deficiency in person and by phone. Vision must meet 20/20 standard (can be corrected to 20/20) and vision clarity at a distance and unhindered peripheral vision. The employee frequently is required to walk, walk difficult terrain, sit, climb stairs, balance, stoop, kneel, crouch or crawl. Will use computer equipment and have full use of hands and fingers. The employee is required to use hands and fingers to handle or feel objects and in use of tools or controls.

POSTING DATE: December 11, 2015

To apply, please send resume and cover letter by 12/31/15 at Noon to Director of Human Resources, 24 Lowell St., Peabody, MA 01960; email ctrombley@peabody-ma.gov; fax 978-538-5982. The City is an EOE