



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Local Building Inspector/Enforcement Officer

Community Development Department

Hourly Pay Range: \$30.26 - \$36.26

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **November 16, 2016.**

Reviews and processes building permits and permit applications; reviews and interprets plans for Zoning and General Bylaws, State Building Code and Architectural Access Board; reviews plans for Fire Prevention, Flood Zone, Wetlands, Rivers Act and Historic District; reviews permit applications, construction plans and verifies contractor's license as necessary. Performs building and zoning inspections and enforces building and zoning codes. Communicates the status of permit submittals to the public and other departments. Performs routine patrols to identify possible zoning violations. Conducts annual inspections of public buildings and places of assembly as required. Conducts final inspections of buildings for issuance of Certificate of Occupancy. Performs field inspections for new and repaired sewer and drain services; conducts level surveys for street flooding studies; Keeps appropriate records; maintains and updates field books for engineering fieldwork; Reviews utilities in the office and locates and measures utilities in the field; retrieves utility information for the public and other departments.

Associate's degree in Civil Engineering or Construction Management, three years building construction (design experience desirable); experience in drafting, engineering calculations and one year of survey experience as Chief of Party desirable; experience with zoning enforcement desirable; or any equivalent combination. Requires certification as a Local Inspector by the Commonwealth of Massachusetts and a valid Massachusetts driver's license.

The pay range is \$30.26 - \$36.26 with a comprehensive benefits package. This position is in the SEIU Local 888 union.

Resumes/applications accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or e-mail humanresources@belmont-ma.gov or fax 617-993-2741 by **November 16, 2016**. The Town of Belmont is an Equal Opportunity Employer.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Both full-time and part-time positions require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov