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TOWN OF HOLBROOK

Job Title: Alternate Building Inspector

Reports to: Director of Inspectional Services / Building Commissioner

Position Overview

Under the general direction of the Director of Inspectional Services and/or Building Commissioner, the Alternate Building Inspector performs skilled inspectional work enforcing the provisions of the Massachusetts Building Code (780 CMR) to protect public life and property. This is an on-call position to assist with inspections during high-volume periods, staff vacations, and/or sick leave.

Responsibilities include, but are not limited to:

- Inspects and enforces all provisions of 780 CMR (Massachusetts Building Code), 521 CMR, (Architectural Access Codes), any other State statutes, rules, and regulations.
- Enforces all Town of Holbrook Zoning Bylaws, General Bylaws and any other Town rules and regulations.
- Ensure conformance with specifications, plans, and all relevant code requirements.
- Investigate complaints of alleged violations; issue citations and performs follow-up inspections to correct unsafe or illegal conditions.
- Coordinate with Electrical, Plumbing, Fire and/or any other Town Official for Inspections
- Coordinate inspections and appointments with Contractors, Developers, and Residents
- Respond to late night/early morning emergency calls to assist Fire Department

Qualifications- Skills, Knowledge, Abilities

- Thorough knowledge of 780 CMR (Massachusetts Building Code).
- Strong understanding of Building and Structural components in residential, institutional, commercial, and industrial settings.
- Knowledge and understanding of rules and regulations pertaining to Zoning, Planning and Conservation
- Ability to interpret and enforce regulations with impartiality, firmness, and professionalism.
- Ability to maintain accurate and detailed inspection records.

- Ability to resolve or refer disputes over code interpretation.
- Strong written and verbal communication skills.
- Competency in data entry and processing of permit applications.

Education and Experience

- High School Diploma or equivalent required.
- Additional technical training in Construction and Engineering Design strongly preferred.
- In accordance with the provisions of MGL c. 143, § 3, the applicant must have at least a minimum of five (5) years' experience in the supervision of building construction or design, or in the alternate a Two (2) years associate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the Board.
- Must hold a valid Massachusetts Construction Supervisors License.
- Must become a Licensed Massachusetts Local Building Inspector within 18 months
- Must possess a valid Massachusetts Class C Driver's License.
- Prior experience as a Municipal Local Inspector is preferred

Physical Elements

- Regular, moderate physical effort is required, including on-site inspections at construction sites, commercial locations, and private residences.
- Work may be conducted in various weather conditions and under the hazards typically associated with construction environments.
- Must be able to operate and automobile, standard office equipment, and specialized electrical testing tools.

Work Schedule

On-call temporary position; weekly hours will vary based on department needs.

Supervision

Reports directly to the Director of Inspectional Services

Compensation and classification

\$28.91 per hour (effective July 1, 2025- Fy 26 Wage and Salary Schedule)

Non-Union position

No additional benefits

How to Apply

Interested candidates should submit a cover letter and resume to:

Town of Holbrook

Human Resources Department

Email: amahoney@holbrookmassachusetts.us

Deadline: Open until position is filled

Equal opportunity Statement

The Town of Holbrook is an Equal Opportunity Employer. All qualified individuals are encouraged to apply without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.