

Town of Stoneham



Assistant Building Inspector – Building Department

Union: SCEA Grade: 55 Pay Range: \$35.33-\$41.97 hourly

Part Time-19.50 hours per week

The Town of Stoneham is seeking an individual to work part time as an Assistant Building Inspector in the Building Department. Working independently under direction of the Building Commissioner, the Assistant Building Inspector duties will work to enforce the provisions of the Massachusetts State Building Code, Zoning Codes of the Town of Stoneham and all other applicable regulations.

Essential Functions: Receive applications, examines and approves plans and specifications, issue permits for construction, alteration, repair, demolition and removal. Ability to interpret and enforce regulations, inspect the work of others on a large scale over a wide area. Candidate should possess general knowledge of the quality and strength of building materials, general knowledge of the accepted requirements for building construction. A full listing of this positions functions can be found in the job description.

Education and Experience : Associate degree in building construction and design, a minimum of five (5) years prior work experience in construction trades: or any equivalent combination of education, training and experience which provides knowledge, skills and ability to perform the essentials functions of the job.

Employment Requirements

Prospective employee must possess a valid Construction Supervisors License, valid MA class D driver's license, have reliable transportation. Local Building Inspector Certification or ability to obtain within eighteen (18) months.

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

Interested qualified candidates should apply with the following materials:

- Cover letter (indicating position applied for).
- Resume.
- Three professional references.
- Employment applications are **required**, a copy is available on the Town of Stoneham website. A full job description is available also. View heading- Departments- Human Resources for this information.

Preferred delivery method of all materials: email -dgaffey@stoneham-ma.gov
Town of Stoneham
35 Central Street
Stoneham, MA 02180
Attention: Donna Gaffey, Human Resources

Position will remain open until September 5, 2023 or until filled.

Stoneham is an equal opportunity employer. We encourage diversity in our workforce and are committed to creating an inclusive environment for all employees.