

JOB TITLE: BUILDING COMMISSIONER/ZONING ENFORCEMENT
OFFICER
STATUS: EXEMPT
CLASSIFICATION: GRADE B

Definition

Administrative and inspection work in connection with the enforcement and interpretation of the Massachusetts Building Code, town zoning bylaws and other applicable codes relating to building construction and design; all other related work, as required.

Supervision

Works under the general supervision of the Town Administrator.

Performs highly responsible tasks of a complex and technical nature involving the exercise of considerable judgment and initiative in ensuring the enforcement of applicable codes and regulations.

Supervises one full-time employee.

Work Environment

Some work is performed under typical office conditions; some work is performed in the field, with exposure to variable weather conditions, loud noise and the hazards associated with construction sites, including exposure to potentially dangerous materials. Work load is subject to seasonal fluctuations. The employee is on call to respond to emergency situations and works outside of regular hours to accommodate homeowners' schedules.

The employee operates an automobile, hand tools, ladder and standard office equipment.

The employee has constant contact with the general public, other town employees and officials, contractors, homeowners, other building commissioners, state inspectors, and builders.

The employee has access to confidential information, such as personnel records, law suits, criminal investigations and complaints. Violating confidentiality could lead to disciplinary action or termination.

Errors could result in personal injury, delay or loss of service, monetary loss or legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types 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.

Reviews all new construction for compliance with lighting, heating, and energy codes, access regulations, smoke, litter and noise standards, and dimensional zoning controls; reviews new construction for compliance with federal flood plain regulations.

Conducts inspections and approves plans and specifications; inspects work for which a permit has been issued, including the determination of acceptability of proposed methods and materials to be used; reviews all construction methods and techniques, safety procedures and building material test results; reviews all construction as it progresses to verify code compliance.

Provides assistance and information to the public at the counter and on the telephone; answers questions; responds to and investigates complaints from residents and town officials; assists with completion of forms and applications. Processes administrative work as required.

Coordinates permitting process across departments to ensure communication and proper processes are in place for all types of permits.

Receives applications and issues permits for the construction, reconstruction, alteration, repair and demolition of all buildings and other structures; issues use and occupancy permits.

Advises the Town Administrator on various license requests and Violations.

Responsible for enforcing the State Building Code and Town Zoning Bylaws; assists the public in interpreting the State Building Code, Town Zoning Bylaws and other pertinent rules and regulations; makes appropriate referrals to Board of Appeals.

Ensures compliance with licensing requirements of contractors.

Manages all aspects of the Building Commissioner's office, including personnel and budgeting.

Performs a variety of administrative functions, such as attending meetings, hearings, workshops and seminars; prepares monthly and annual reports.

Performs other similar or related duties, as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience

High School diploma and advanced technical training; five years of experience in the supervision of building construction or design; Bachelor's Degree in a related field desired; or an equivalent combination of education and experience.

Special Requirements

State certification as a Building Commissioner within two years of hire
Construction Supervisor's License
Valid Massachusetts driver's license

Knowledge, Ability, and Skill

General knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Thorough knowledge of the materials, methods and equipment of building construction and of the State Building Code, local zoning bylaws and other applicable state statutes, rules and regulations.

Ability to read and interpret technical information, Massachusetts General Laws and regulations, and engineering criteria and design information and to communicate information to the general public. Ability to read and interpret blueprints, drawings and plans. Ability to enforce regulations firmly, tactfully and impartially. Ability to deal appropriately with the general public and members of the building community. Ability to communicate effectively in written and oral form.

Skill in the operation of the above listed equipment. Computer skills. Excellent public relations skills. Supervisory skills.

Physical Requirements

Work performed in the office requires minimal physical effort. Moderate physical effort is demanded when making inspections. While conducting field inspections, the employee is required to stand, walk, use hands to operate tools

and equipment, climb or balance, reach with hands and arms, kneel, crouch or crawl. Agility is required to access all areas of construction sites. The employee is occasionally required to lift objects weighing up to 60 pounds. Vision requirements include the ability to read routine and complex documents and view a computer monitor. Ability to operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.