

**Town of Brookline
Human Resources Office
333 Washington Street
Brookline, MA 02445**

EMPLOYMENT OPPORTUNITY



Deputy Building Commissioner

The Town of Brookline, a diverse and vibrant urban/suburban community of 59,000, is seeking qualified applicants for the position of Deputy Building Commissioner. Assist the Building Commissioner in the administration and management of the Building Department. Will function as the Building Commissioner for the Inspectional Services division in his/her absence. Perform highly responsible supervisory and technical work functions associated with overseeing and coordinating review of plans and inspection of structures for compliance with all governing codes and bylaws; including supervising issuance of permits; assistance to the general public; and ensuring compliance with information required under the Zoning Board of Appeals rules and regulations. Has direct supervisory responsibility for six full-time employees, including participation in hiring of inspectional staff, oversight of daily work activities, and employee performance evaluations. Attends Zoning Board of Appeals meetings, advising on matters pertaining to special permit and related applications. Works with Town Counsel, Planning Dept. and the Zoning Board of Appeals in the drafting of decisions and other documents and reports. Bachelor's degree in architecture, engineering, or related field preferred; five to seven years or more of progressively responsible building construction/design and plan review experience; supervisory experience highly desired, along with experience with GIS, electronic permit management software, data base management and related computer based programs and applications. A valid motor vehicle operator's license and certification as a Massachusetts Building Inspector. Thorough knowledge of MGL c. 143 (780 CMR Mass State Building Code); MGL c. 40A, (the Zoning Act); local zoning bylaws, and other applicable state statutes and regulations. Ability to establish and maintain effective and harmonious working relationships with town officials, the public, and members of the building community and communicate effectively in written and verbal form. Starting salary range \$ \$90K - \$97K DOQ, plus generous benefits. Closing date November 23, 2018.

To submit resume and letter of interest, go to:

<https://www.brooklinema.gov/1415/Job-Opportunities-NEW>