



## **Building Commissioner**

*Town of Fairhaven*

The Town of Fairhaven, Massachusetts (pop. 16,074) is seeking qualified applicants for the position of full-time Building Commissioner/Zoning Enforcement Officer. Duties/Responsibilities: Enforces all provisions of State Building Code and any other applicable state and local statutes, rules and regulations of the Town bylaws. Oversees all administrative functions, and directs the daily operations of the Building Department. Works under the supervision of the Town Administrator. A full job description is available on the Town website: <https://www.fairhaven-ma.gov/job-opportunities>

Candidate must have had at least five years of experience in the supervision of building construction or design or in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Special requirements include a Motor Vehicle Class D Operator's License and State Certified Building Official Construction Supervisors License must be held, or obtained within the first year of employment.

Salary range: July 1, 2018 - (\$61,512–76,985) annually, depending on qualifications. To apply, please submit cover letter, resume and three references to Town of Fairhaven, Human Resources Department, 40 Center Street, Fairhaven, MA 02719 or email to [HR@Fairhaven-MA.gov](mailto:HR@Fairhaven-MA.gov). Deadline for applications is July 6, 2018. The Town of Fairhaven is an Equal Opportunity Employer.

*Submitted 06/15/18*



## Town of Fairhaven

### Job Description

Job Title: **Building Commissioner/Zoning Enforcement Officer**

Level: Schedule B, Grade 18

Supervisor: Town Administrator

FLSA Status: Exempt, Non-Union Salaried, Full-Time

### Summary

The primary function of this position is to provide professional, administrative, supervisory, technical and inspection work related to the enforcement and interpretation of 780 CMR the Massachusetts State building code, provisions of M.G.L. Chapters 22 (Department of Public Safety), 40A (Zoning) and 40B (Regional Planning), Town of Fairhaven By-laws and Zoning Bylaws in a timely manner, abiding by all municipal, state and federal guidelines, regulations and quality standards and ensuring safe, courteous and professional behavior is observed in all situations. The Building Commissioner works in conjunction with, the Zoning Board of Appeals in the implementation of this mission.

### Supervision

Works under the direction of the Town Administrator, in accordance with applicable laws and regulations. Works with minimal supervision. Supervises departmental staff, inspectors, and contracted consultants.

### Job Environment

Some work is performed under typical office conditions. Some work is performed in the field, on uneven terrain, on ladders, in crawl spaces, in high places, etc. There is exposure to various weather conditions, including heat, ocean tides, high wind, rain and snow. Operates a computer and standard office equipment.

Work schedule is largely during business hours, but also includes regular evening meetings, some early morning, evening, and weekend field work and site visits. Attendance at relevant training sessions and professional meetings is expected.

On-call 24/7 for emergency response required by Department of Public Works and Fire Department in case of events involving structural collapse, fire, or weather-related emergencies.

Errors could result in delay and confusion, have monetary and/or legal repercussions, and cause adverse public relations.

### 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.)*

- Enforce all provisions of State Building Code and any other applicable state and local statutes, rules and regulations of the By-laws.
- Oversee all administrative functions, develop policies and procedures, and direct the daily operations of the Building Commissioner's office.
- Make recommendations for contracted services; coordinate and participate in purchasing of equipment, computer hardware/ software and authorize the purchase of supplies as needed.
- Inspect buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans; issues Certificates of Occupancy when appropriate.
- Perform any and all job tasks of Building Inspector position; inspections of restaurants, liquor establishments, nursery schools, public schools, public buildings, churches, theaters, places of assembly, commercial buildings, new construction, single family and multi-family residences as required.
- Confer with builders, architects, engineers, property owners, and general public regarding construction requirements, application of the zoning and site plans and other related matters.
- Monitor construction, repair, alteration, demolition, removal and occupancy of all buildings and structures in the town.
- Review all plans and specifications involved in the issuance of building permits required by the Massachusetts State Building Code.
- Meet, discuss and advise all applicants as to compliance with all applicable federal, state and local rules and regulations as well as the permitting process and procedures and initiate enforcement actions for alleged violations of applicable rules and regulations
- Review all Board of Appeals applications; provides support to Board of Appeals and attend meetings.
- Interact with all Town boards and departments regarding policies, as well as planning and improving service-related functions.
- Receive, investigate and act on complaints under the department's jurisdiction and enforce all applicable By-laws, codes and statutes under jurisdiction, including drafting order letters, coordinating court actions, and conferring with Town Counsel, as necessary; Prosecute cases through the housing court as needed, attend hearings for legal matters up until trial.
- Monitor yearly inspections of certain public buildings, enforce FEMA and National Flood Insurance rules and regulations, meet with outside agencies regarding various Town compliance with all applicable requirements.
- Act as the Board of Selectmen Enforcement Agent as it applies to Town bylaw Chapter 125, "Garages, Service Stations and Unregistered Motor Vehicles".

**Additional Responsibilities:**

- Participates in public hearings; serves on committees as required; reviews proposed site plans for potential impacts on the environment and wetlands.
- Keeps current by attending training sessions/workshops as appropriate.
- Prepares reports, maintains case files, correspondence, presentations, and other written material.

- Prepares operating budget and annual report.
- Maintains regular office hours and ensures staffing of Building Department.
- Performs similar or related work as required by the Town or as the situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience**

- At least five years of experience in the supervision of building construction or design, or in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Must hold a Certificate of Building Inspection, or be eligible to obtain one; Certificate must be obtained within one year of hire.
- Must be a certified Building Commissioner under MGL Ch.143-3 amended by Chpt.168 of the Acts of 1992
- Must have Dept. of Public Safety unrestricted construction supervisors license.
- Must have five (5) years of closely related experience in construction, engineering or design including supervisory experience or the equivalent combination of education, experience, and training.

**Knowledge, Ability and Skill**

*Knowledge:*

- Must have general knowledge of accepted requirements of ICC, State plumbing, gas, mechanical and electrical codes, building, construction, fire prevention, light, ventilation and safe egress.
- Must obtain "Home Improvement Contractor Registration" license
- Must complete and keep current (45) continuing education credits in each (3) year term as acceptable to the Board of Building Regulations and Standards.
- Must have good math and computer skills, fluent in Microsoft Word, Excel, GEOTMS, and other department related programs.
- Must have the ability to interpret pertinent federal, state and local laws, codes and regulations.

*Ability:*

- Ability to deal appropriately and tactfully with town officials, town employees, the general public, attorneys, engineers, consultants, and governmental agencies.
- Ability to read, understand, and interpret technical specifications and site plans.
- Ability to conduct independent research, interpret results, show initiative, and solve problems.
- Ability to communicate clearly in written, oral, and graphic form and to critically analyze information.
- Ability to make fair and impartial decisions with the utmost integrity
- Ability to prepare technical reports and grant applications.

*Skill:*

- Computer literacy including word processing, database management, spreadsheets, e-mail, web

- Equipment use including digital camera, projector, field tools, copier, fax, phone system.

**Physical Requirements**

Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort frequently required in the field. Often required to stoop, bend, reach, dig, and lift, crawl, climb. May spend several hours at a time walking or standing. Ability to distinguish fine color variations. Able to lift up to 50 lbs on occasion.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

*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. This is an "at will" position*