

Town of Hadley, MA
Job Description

Position Title:	Building Commissioner	Grade Level	
Department:	Building Dept.	Date:	January 21, 2020
Reports To:	Town Administrator	FLSA Status	Exempt

Job Summary:

The Building Commissioner is responsible for the planning, organizing and supervision of inspection work (building, plumbing, gas, and electrical) to enforce the provisions of the state building code and Chapter 22, Section 13A to ensure compliance with life safety, structural, light, ventilation and the Town's zoning and general by laws, or other laws as applicable. The employee is required to perform all similar or related duties.

Supervision:

Supervision Scope: Performs varied and responsible functions of a technical nature requiring considerable initiative and independent judgment in the planning, administration and execution in the department's services. Works independently in formulating decisions regarding policies, procedures, operations and department plans and budgets

Supervision Received: Works under the general policy direction of the Select Board and administrative oversight of the Town Administrator, all in accordance with applicable provisions of the Massachusetts General Laws and town bylaws. Establishes short- and long- range plans and objectives, and assumes responsibility for department results. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Oversees office manager and three part time local building inspectors, assigning tasks and instructions, and conducting performance evaluations. Supervises and coordinates work with the electrical, plumbing and gas, local and alternate inspectors.

Job Environment:

Site inspection work is performed outdoors at which time the incumbent may be exposed to weather extremes of hot and cold temperatures and inclement weather. Required to traverse uneven terrain and is subject to the hazards associated with construction sites. Work environment is moderately noisy and at times very loud. Administrative work is performed in an office environment. Attends evening meetings when requested.

Operates an automobile, hand tools, a computer, telephone, and other standard office equipment.

Makes frequent contacts requiring perceptiveness and discretion with the general public, other town departments/boards/committees, members of the building community, attorneys, property owners, and state/federal officials.

Town of Hadley, MA
Job Description

Has access to department-related confidential information such as personnel records, bid proposals and personal information about citizen's property, which requires the application of appropriate judgment, discretion and professional protocols.

Errors in either technical application of recognized building procedures, or in the interpretation of related data could result in damage to property, endanger public safety, have financial and/or legal implications, and cause adverse public relations.

Essential Functions:

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

Enforces the provisions of the Massachusetts State Building Code and the town's zoning bylaws. Enforces the regulations and requirements of special permits and variances issued by the Zoning Board of Appeals, the Planning Board, and the Select Board as dictated by the zoning bylaw and all applicable statutes, rules and regulations.

Manages the operations of the Building Department including building and zoning enforcement. Reviews zoning and building applications. Reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws, and other applicable regulations.

Inspects new buildings under construction and repair and alteration work during process and upon completion for conformity with structural requirements, approved plans, safety and zoning restrictions; issues certificates of occupancy for new construction and change of use; inspects existing building and structures for safety and conformance to the state building code.

Coordinates and plans the activities of the department's inspectors; provides advice to inspectors as required on code issues to ensure compliance with state and local laws and the enforcement of local zoning and other applicable State regulations or Town By-Laws; responsible for the resolution of difficult inspection or code enforcement issues.

Observes conditions and issues notices for correction to persons responsible for conformance of State building and related codes; Investigates, obtains evidence and prepares informational reports concerning compliance or violations which have not been corrected.

Responds to life safety and emergency situations involving structural collapse, fire, or weather related emergencies as a member of the Town's emergency management team.

Explains to the public, property owners, developers, contractors etc., requirements, policies, procedures and ordinances; recommends compliance procedures to contractors, craft workers and owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.

Town of Hadley, MA
Job Description

In accordance with statutory regulations, supervises, prepares and maintains inspection records, fee collections and reports for use by other Town officials, administrative or judicial authorities; confers with other code inspectors when necessary.

Attends public meetings as necessary to discuss codes, flood zones, building construction or renovation plan reviews and other related issues.

Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards as needed; prepares documents for the appeal of building department decisions or orders and defends its actions before the District of Superior Court.

Prepares and administers the department's operating budget.

Works in conjunction with the Fire Chief to ensure the safety of public assembly buildings.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education and five years of experience in the supervision of building construction or design; or a Bachelor's degree in a related field; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license. License and driving record shall be subject to periodic review at the Registry of Motor Vehicles with employee's consent.

Certification as a Local Inspector.

Certified Building Commissioner status.

Employee to remain fully certified and abreast of code/law changes through required attendance at trainings, workshops, or otherwise, as is directly applicable and required by the position per statute.

Subject to pre-employment physical and CORI background check.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. A complete understanding of the materials and methods of building construction. Knowledge of fire prevention, light,

Town of Hadley, MA
Job Description

ventilation, egress, electrical, heating, refrigeration, and plumbing installations. Working knowledge of other equipment and materials essential for life safety, comfort and convenience of the occupants of a building or structure. Thorough understanding of field inspection practices.

Abilities: Ability to interpret and enforce in a consistent, tactful, impartial manner state and local laws such as the State Building Code and local zoning by-laws. Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, property owners, designers, contractors, subcontractors and other code enforcement or regulatory agencies.

Skill: Proficient oral, written communication skills; effective customer service and negotiation skills.

Physical and Mental Requirements

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 position's essential functions

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites, over rough terrain, or standing or walking for most of the work period when conducting inspection work in the field.

Motor Skills: Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as moving objects, operating a telephone, personal computer, other office equipment, and a motor vehicle.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens, blue prints, and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

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.