



CITY OF
NORTHAMPTON
MASSACHUSETTS

ANN #: 17-168 I/O

**NOTICE OF POSITION
VACANCY**

ISSUED: 05/05/17
CLOSING DATE: 05/19/17
LOCATION: Building Commissioner's

ASST. BUILDING COMMISSIONER

- One Full-time Vacancy (40 hrs/week)
- Full Salary Range: \$49,043 - \$63,442
- ~~Grade: Anticipated Starting Wage Range:~~ \$49,043 - \$56,335

DEFINITION: Administrative, supervisory, and inspection work related to the enforcement and interpretation of the state building code, the local zoning ordinance and other applicable regulations; all other related work as required.

SUPERVISION: Works under the administrative directive of the Building Commissioner in accordance with applicable provisions of the Massachusetts general laws and local ordinances. Performs highly responsible functions of a technical nature requiring considerable judgment in the application, interpretation, and enforcement of building codes, zoning ordinances and other applicable regulations.

In the absence of the Building Commissioner, takes responsibility for the daily operation of the office.

ESSENTIAL FUNCTIONS : Enforces the provisions of the Massachusetts state building code, the City's zoning ordinance, flood plain regulations, and the earth removal ordinance; enforces the requirements of special permits issued by the zoning board of appeals or the planning board, and the rules and regulations of the handicapped law, and all other applicable statutes, rules, and regulations.

Works closely with building department staff which include: building, electrical, plumbing, gas, zoning enforcement, and weights and measures; reviews zoning requests, sign requests, and building permits; reviews plans for building construction or alteration to determine compliance with state codes, local zoning ordinances, and other applicable regulations; participates in the plan review process with various city boards.

Enforces all of the provisions of the MA State Building Code and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements.

Investigates complaints of alleged zoning violations and takes appropriate action, such as the issuance of cease and desist orders or the filing of a criminal complaint in district court; confers with Building Commissioner.

Works with the Office of the Planning Department, Fire Department, Health Department, and others; to communicate policies and regulations to all departments, and to the business community and general public. Makes all required inspections and engages such expert opinion as necessary to report upon unusual technical issues that may arise.

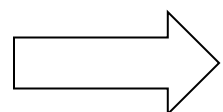
MINIMUM QUALIFICATIONS:

Education and Experience: High school graduation supplemented by related vocational training, plus five years of experience in the supervision of building construction or design; Certified by the Commonwealth of Massachusetts as Local inspector or Inspector of Buildings, Bachelor's degree in a field related to building design or construction is desirable; experience in a supervisory position with administrative responsibility preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skills: Thorough knowledge of the materials and methods of building construction and of the state building code, local zoning ordinances, and other applicable state statutes, rules and regulations, ordinances, etc. 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 orally and in writing. Computer literacy is required.

Possession of a Massachusetts Class D motor vehicle operator's license is required.



Physical Requirements: Minimal physical effort generally required for work performed in the office. Frequent light to moderate physical effort required to perform inspections. Must be able to access all areas of a construction site. Frequently required to spend several hours walking or standing. Ability to operate a keyboard **required**.

FRINGE BENEFITS: Benefits are consistent with the NAPEA Bargaining Unit contract.

TO APPLY: Please submit an application through “City Jobs” at www.northamptonma.gov by the above closing date. Please direct questions to Human Resources, 240 Main St., Northampton, MA 01060

Equal Opportunity Employer