



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Building Commissioner	Classification: Non-Union, Personnel Bylaw
Department: Building	Grade: 11
Reports to: Town Manager	FLSA Status: Exempt
Effective Date: 10-25-23	

Summary

Performs responsible and complex administrative, supervisory, inspectional, and technical work related to the enforcement and interpretation work in managing the Building Department. Performs all other related work as required.

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 building permit applications and their proposed use and construction for compliance with land use regulations and life, health, and safety standards, and all other local and state 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 buildings and structures for safety. Makes preliminary determinations as to whether or not new construction or building changes, require Cape Cod Commission review.

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 bylaws; responsible for the resolution of difficult inspection or code enforcement issues.

Oversees required annual safety inspections of existing buildings for compliance with all safety standards in the Building and Fire Codes. Works in conjunction with the Fire Chief and Fire Department staff to ensure the safety of public assembly buildings.

Observes conditions and issues notices for correction to persons responsible for conformance to state building and related codes; investigates complaints of alleged building and zoning violations; investigates, obtains evidence, and prepares informational reports concerning violations which have not been corrected.

Responds on an on-call basis to life safety and emergency situations involving structural damage, collapse, fire, or weather-related emergencies related to structures and is prepared to assume the role of incident commander as a member of the emergency management team in those situations, as necessary.

Explains to the public, property owners, developers, contractors, licensed design professionals, staff, etc., all requirements, policies, procedures, and ordinances; recommends compliance procedures to contractors, subcontractors and property owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of

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equipment and the location, use, occupancy and maintenance of all buildings and structures under the jurisdiction of the State Building Code and local zoning bylaws.

Reviews applications for Stormwater Permit requirements and coordinates with the Planning Department regarding necessary inspections for all Stormwater Permits not issued by Conservation.

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

Attends public meetings as necessary to discuss regulations, 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.

Collaborates with staff and IT Department on a regular basis to develop, expand, and improve the functions and performance of the online permitting system.

Prepares and administers the department's operating budget.

Attends educational seminars and association meetings to keep abreast of all changes or revisions to the State Building Codes, Massachusetts General Laws, local zoning bylaws, as well as obtains continuing education credits required to maintain certifications and licenses.

Serves as the enforcement agent for the Town's Zoning Bylaws, Old Kings Highway Regional Historic District, Zoning Board of Appeals and the Planning Board, and provides technical support to the Historical District Committee and Water Quality Review Committee.

Serves as the Town's Sign Commissioner responsible for the enforcement of all sign regulations.

Performs all other similar or related duties, as required or as situations dictate.

Supervision

Supervision Scope: Performs varied and responsible functions of a technical nature requiring considerable independent judgment in the application, interpretation and enforcement of building codes, zoning bylaws and other applicable regulations.

Supervision Received: Works under the administrative direction of the Town Manager and in accordance with the applicable provisions of Massachusetts General Laws and local bylaws. Employee generally establishes own work plan and priorities, using established procedures to complete work in accordance with established policies and standards.

Supervision Given: Supervises all department full and part-time employees. The employee is accountable for the direction and success of programs accomplished through others.



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Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's Degree in Construction-related field or high level of building construction trade knowledge; minimum of seven years of prior work experience preferably in the construction trades; or an equivalent combination of education, training, and experience.

Special Requirements:

Driver's License
State Certified Building Official
Construction Supervisor's License

Knowledge: Thorough broad knowledge of all aspects of construction, zoning, financial budgets, online permitting, and facility maintenance. Thorough knowledge of the materials and methods of building construction and of state building, mechanical and energy codes, local zoning bylaws and other applicable state statutes, rules, and regulations. Knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits, and requirements pertaining to accessible design standards. Knowledge of equipment and materials essential for safety, comfort, and convenience of occupants of a building structure.

Abilities: 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 understand court procedures as related to building and zoning issues.

Skills: Excellent communication, interpersonal, planning, supervisory, customer service, and organizational skills; proficient computer skills, utilizing Microsoft Office and department software systems.

Job Environment

- Administrative work is performed under typical office conditions work environment is moderately noisy, with frequent interruptions to respond to requests for information or service; frequent inspection work is performed in the field with some exposure to variable weather conditions and hazards associated with construction sites.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment and an automobile.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the public, attorneys, engineers, contractors, state inspectors, building commissioners and homeowners, other town staff, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information.
- Errors could result in adverse public relations, personal injury to others, delay or loss of service, damage to buildings or equipment, monetary loss, or legal repercussions for the Town.

The physical demands described 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.



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While performing the duties of this job, light physical effort while performing office work. Moderate physical effort is required when performing inspections. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment. Incumbent must be able to access all areas and levels of a construction site. Employee may occasionally lift and/or move objects weighing more than 50 pounds. Vision and hearing at or correctable to normal ranges.

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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer