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PENDING SELECT BOARD APPROVAL

BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER

Definition

The Building Commissioner/Zoning Enforcement Officer is responsible for administrative and supervisory functions of the Building Department, as well as work relating to inspectional services in the Town, including building, zoning, electrical, plumbing, gas, and the enforcement of the state and local building codes; all other related work, as required.

Essential Duties and Responsibilities

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 plans for building construction or alteration for compliance with the State Building Code; reviews site plans to ensure compliance with the Town's Protective Zoning Bylaws.

Performs inspections of buildings under construction and renovation; conducts periodic inspections relating to safety conditions of existing multiple-unit dwellings and places of assembly.

Confers with developers, builders, property owners, and the general public regarding construction matters and the interpretation of the zoning bylaw; investigates zoning bylaw complaints and takes appropriate action, such as the issuance of cease and desist orders; investigates complaints relating to building matters.

Attends meetings of the Zoning Board of Appeals, the Planning Board and the Board of Health and makes reports and provides information.

Performs administrative functions; assigns work and instructs subordinates; reviews work accomplished by subordinates, and writes reports; responds to requests for information.

Performs other similar or related duties, as required or as situation dictates.

Supervision

Works under the administrative direction of the Executive Assistant; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of building codes, the Town's Protective Zoning Bylaws, and other regulations.

Supervisory Responsibilities

Supervises full and part-time employees and contracted vendors including Deputy

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Building Inspector, Administrative Assistant(s), Clerk, Electrical Inspector(s), Plumbing Inspector(s), Gas Inspector(s), in accordance with staffing guidelines established by the Executive Assistant.

Work Environment

Fifty percent of work is performed in typical office conditions; fifty percent of work includes inspections and site investigations performed in the field, with exposure to variable weather conditions, loud noise and the hazards associated with construction sites; required to attend evening meetings.

The employee operates an automobile and standard office equipment. The employee has extensive contact with contractors, the general public and other town officials and departments, such as the Department of Public Works, Fire Department, Board of Assessors, and others; contact is generally by telephone, in person and by letter.

The employee has access to some department-oriented confidential information, such as bid documents and legal proceedings.

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

Recommended Minimum Qualifications

Education and Experience

In accordance with the provisions of Massachusetts General Laws, Chapter 143, Section 3: Inspector of Buildings/Building Commissioner shall have at least five (5) years of experience in the supervision of building construction or design, or in the alternative, a four-year undergraduate degree in a field relating to building construction or design, or any combination of education and experience which would confer equivalent knowledge and ability.

Additional Requirements

State certification as a Building Official; valid Construction Supervisor's License; and a valid Massachusetts motor vehicle operator's license. Periodic certification for continuing education units as required by law to maintain the status of Building Official under the jurisdiction of the Massachusetts Department of Public Safety, and the Board of Building Regulations and Standards.

Knowledge, Ability, and Skill

Thorough knowledge of the materials, methods and equipment used in building

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construction and the Massachusetts Building Code, local zoning and other applicable state statutes, rules and regulations; general knowledge of the accepted requirements for building construction, including plumbing, electrical, mechanical and fire prevention.

Ability to read and interpret blueprints, specifications, drawings and plans, Massachusetts General Laws and regulations, and design information and to communicate information to the general public; ability to enforce regulations firmly, tactfully and impartially; ability to interact appropriately with the general public and members of the building community; ability to communicate effectively in written and oral form.

Good communication and public relations skills.

Physical Requirements

Minimal physical effort is required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate equipment, stoop and bend; must be able to access all areas of a construction site. Vision requirements include the ability to read and analyze documents and operate a motor vehicle.

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.