

Position Purpose:

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. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; 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.)

- Attend required scheduled meetings, training sessions (day and evening) staff, and vendor and resident appointments as required.
- Enforce all provisions of State Building Code and any other applicable state and local statutes, rules and regulations of the By-laws.
- Develop and execute administrative policies and procedures for all assigned functions of the department.
- Oversee all administrative functions; schedule, invoices, billing, etc., 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.
- Investigate complaints of State building code and Town zoning violations, as well as any such violations as may become aware to the Inspector through the regular course of his business, and takes appropriate action.
- Prosecute cases through the housing court as needed, write and file complaints, attend hearings for legal matters up until trial
- 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
- Answer all inquiries regarding codes/ bylaws, initiate enforcement action for alleged violations of applicable rules and regulations.
- Review all Board of Appeals applications; provides support to Board of Appeals and attend meetings, as required.
- 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.
- Monitor yearly inspections of certain public buildings, enforce FEMA and National Flood Insurance rules and regulations, and meet with outside agencies regarding various Town compliance with all applicable requirements.
- Act as Keeper of Records and sit on all Building Committees and perform similar or related work as required or as situation dictates.
- At end of shift, secure office / equipment, perform general housekeeping, and keep work area clear and in a safe condition as required.
- Act as the Board of Selectmen Enforcement Agent as it applies to Town bylaw Chapter 125, "Garages, Service Stations and Unregistered Motor Vehicles."
- Oversees the preparation of department's annual Town budget
- Review email, voice mail and other communications, check schedule / calendar for meetings / appointments.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Architecture or related field of endeavor is preferred. Must have Certificate of Building Inspection. Must be a certified Inspector of Buildings under MA. General Law Chpt.143-3 amended by Chpt.168 of the Acts of 1992. Must have Dept. of Public Safety unrestricted construction supervisors license. Five (5+) years of closely related experience in construction, engineering or design including supervisory experience or the equivalent combination of education, experience, and training. Must have / maintain a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the materials and methods of building construction and of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations.

Knowledge of materials, methods and equipment used in building construction; general knowledge of the accepted requirements for building construction.

Ability: Ability to read and interpret blueprints, drawings and plans. Ability to enforce regulations firmly, tactfully and impartially. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to establish and maintain effective working relationships with town and state officials, members of the building community, and the general public. Ability to stay informed of code changes.

Skill: Oral and written communication skills; skills in operating above-mentioned equipment.

Physical 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 essential functions.

Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 50 pounds. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges. Employee must be able to detect odors. Must be able to climb a ladder.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

Supervision Received: Works under the general direction of the Town Administrator.

Supervision Given: Supervise full or part-time employees and contracted vendors including, Buildings Inspectors, Clerk, Electrical Inspector(s), Plumbing, Gas Inspector(s) in accordance with staffing guidelines established by the Town Administrator.

Job Environment:

- Work is generally performed partially in the office and mostly in the field. Employee is occasionally exposed to variable outdoor weather conditions and the hazards associated with construction sites including temperature extremes and loud noises.
- Regularly operates an automobile, computer, telephone, and standard office machines.
- Makes frequent contacts with town departments, other local officials, contractors the general public, real estate agents and appraisers.
- Has access to records of legal proceedings, which requires the application of appropriate judgment, discretion and professional protocols.

BUILDING COMMISSIONER / ZONING ENFORCEMENT

FAIRHAVEN, MA

- Errors in either the 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.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)