



TOWN OF CHESHIRE

Building Commissioner/Zoning Enforcement Officer/ADA Compliance Officer

General Purpose:

The purpose of this position is to perform administrative, supervisory, and technical work related to the enforcement and interpretation of the applicable building, electric, gas, plumbing, fire codes, zoning, and town bylaws; performs all other related work as required. The Building Inspector is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This is a part time position.

Supervision:

Supervision Scope: Exercises considerable initiative and independent judgment in the planning, administration, and execution of the department's services; incumbent is required to work independently in formulating decisions regarding policies, procedures, operations, and department plans.

Supervision Received: Works under the general direction of the Board of Selectmen. Employee establishes short- and long-range plans and objectives and assumes responsibility for department results. Works according to established department and town policies and procedures, standards, special directives, instructions, and intent.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Interprets and enforces the provisions of all State Codes (i.e., building, zoning, electrical, gas and plumbing, etc.) relevant to the Building Department including 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 building structures, except as may otherwise be provided for by statutory requirements.

As the Zoning Enforcement Office enforces 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 Board of Selectmen as dictated by the zoning bylaw and all applicable statutes, rules, and regulations.

Attends meetings of the Zoning Board of Appeals.



Reviews all building and zoning permit applications and their proposed use for compliance with life safety, structural, light, ventilation, and all applicable local and state regulations.

Issues permits and collects fees for all construction, alteration or demolition of buildings and structures including swimming pools, wood, pellet and coal stoves, solar systems, and signs.

Notifies Assessor's office of all such permits issued.

Oversees the inspection of new buildings and alterations to buildings under construction and upon completion and observes conditions and issues notices for correction to persons responsible for conformance with the 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 and 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, 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.

In accordance with statutory regulations, prepares and maintains inspection records and prepares reports for use by other Town officials, administrative or judicial authorities.

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 or Superior Court. Prepares and administers the department's operating budget. Maintains records of department operations.

Attends educational seminars to keep abreast of all changes or revisions to the State Building Codes and local zoning bylaws to maintain required certifications and/or licenses.

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

Attends periodic meetings of the Board of Selectmen to keep them informed of problems and issues of concern. Attends the meetings of other Town Boards, when the need arises, (Planning, Health, Conservation, etc.)

On call 24 / 7 for emergencies and disaster situations

Performs similar or related work as required, directed, or as situation dictates.

Knowledge, Skills, Abilities, and Other Characteristics:

Knowledge: Thorough knowledge of the materials and methods of building construction, land use, the state building code, local zoning Bylaws, electric, gas, sanitary and plumbing codes;



working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management techniques and practices; knowledge of the Town's geography. Knowledge of information technology including the use of office software (i.e., word processing and spread sheet applications) as well as GIS in support of department operations.

Abilities: Ability to interpret and enforce in an 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. Ability to apply practical, intuitive reasoning to interpret and apply building code regulations in a consistent and impartial manner. Ability to work independently and to complete daily activities according to work schedule. Ability to understand, follow and transmit written and oral instructions. Ability to establish effective working relationships with employees, supervisors, and the public. Ability to meet attendance schedule with dependability and consistency.

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

Physical Requirements/Work Location:

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. This position splits its duties between an office-based job in a dynamic municipal setting, and off-site field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying conditions with exposure to some occupational risks and requires local travel. Will be required to work outside of normal business hours to accommodate evening office hours, seasonal fluctuations in construction activities, and off-site appointments; will be required to attend night meetings as needed.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting, pushing, or pulling department equipment or materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Skills: Employee is required to constantly read documents and blueprints or construction drawings for general understanding and analytical purposes. Employee must be able to determine color differences.

Qualifications:

Bachelor's degree in a field related to building construction and design, plus two years of related experience, including some supervisory experience OR Associate's degree in field related to building construction and design, plus five years of experience related to the supervision of building construction or design OR high school diploma plus six years of experience in a building trade, of which at least five years involves the supervision of building construction or



design; or any equivalent combination of education & experience. In addition, such person shall have had a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits and the requirements of M.G.L. Ch. 22 §13A and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Special Requirements:

Possession of a Motor Vehicle Class D Operator's License

State Certification as a Building Official (M.G.L. Ch. 143, §3) within 18 months of employment and must maintain this certification thereafter, Massachusetts Construction Supervisor's License required

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.