



Town of Danvers Position Description

Title: Building Commissioner	Classification: Management
Department: Land Use & Community Services	Grade: M-3
Reports to: Director of Land Use and Community Services	Department Director: Director of Land Use and Community Services
Effective Date: 02/04/2021	FLSA Status: FLSA Exempt

GENERAL SUMMARY:

Under the general direction of the Director of Land Use & Community Services and in accordance with applicable provisions of M.G.L., local regulations and bylaws, performs work duties that include examining building plans to ensure compliance with Massachusetts building codes, sanitary codes, AAB, Uniform Abatement of Dangerous Buildings Code, and other related laws, regulations, and standards.

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.)

- 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.
- Annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, etc. for compliance with health and safety requirements.
- Supervises and coordinates all inspection services pertaining to construction or alteration of buildings. Supervises day-to-day operations of the division, monitors workflow, assigns staff to projects, evaluates staff efforts, assists staff in answering questions and responds to inquiries referred by staff, i.e. difficult, problematic and/or unusual issues.
- Inspects footings, foundations, framing, mechanical systems, etc. Examines general framing and structure of buildings to ensure that corners are tied in place, trusses are tied down and set at proper distances, floor joists are set at right distances and proper spans, bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard.
- Works with the Planning Director (who also serves as the Zoning Administrator), Town Engineer, and other Town staff, on a cooperative, coordinated basis.
- In conjunction with other divisions, enforces the provisions of the Massachusetts State Building Code, applicable General Bylaws, and reviews requirements of special permits, variances, and site plan approvals issued by the Zoning Board of Appeals or the Planning Board prior to the issuance of an occupancy permit.
- May participate in the plan review process for various boards/committees/commissions, and interacts with development boards or the Select Board by providing guidance and assistance at relevant meetings and/or hearings related to code or building compliance.
- Issues certificates of inspection, certificates of occupancy notices, notice of violations and stop orders.
- Ensures compliance and enforcement of the US ADA and MA AAB regulations and related codes.
- Utilizes online permitting software to issue building permits, maintains all required, associated and/or directed reports, logs and inspection records, maintaining completeness of all files and reports; oversees collection of fees for inspections.
- Investigates all complaints pertaining to the construction and use or occupancy of all buildings and takes appropriate enforcement action including issuance of all necessary notices, orders and/or filings when complaints are verified; prepares documents and all evidence to be used at District and Superior Courts; appears as witness at hearings, sessions, etc.

- Acts on any question relating to mode or manner of construction and the materials to be used, and the location, use, occupancy and maintenance of all buildings and structures.
- Responds to inquiries from property owners, banks, attorneys, real estate firms, surveyors, architects, engineers, Town officials and the general public; explains building codes or necessary regulations.
- Prepares, administers, and monitors division budget.
- Maintains up-to-date knowledge and education relative to building codes, local regulations, enforcement, etc.
- Attends educational seminars in order to keep abreast of all changes or revisions to the State Building Codes to maintain required 45 CEU credits every three (3) years for continued CBO certification, and licenses.
- Serves as the Town's Sealer of Weights and Measures, Measurer of Wood and Bark, and Weigher of Coal.
- Participates in and is a member of the Town Manager's Leadership Team.
- Carries out special projects and analyses for the Director of Land Use and Community Services and consults with other departments/divisions as required.
- Other related duties as required.

Minimum Qualifications:

- College Degree or experience comparable to a Master Apprentice knowledge of construction trades with at least five (5) years of experience in the supervision of building construction, inspection, or design. Municipal experience preferred but not required. Or an equivalent combination of education & experience.
- At least three (3) years of progressively responsible experience in personnel management strongly preferred.
- Must be certified as a Massachusetts Local Building Inspector; certification as a Building Inspector/Commissioner or ability to attain certification as a Building Inspector/Commissioner within the first eighteen (18) months required.
- Must possess a valid driver's license issued by the Registry of Motor Vehicles.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

Knowledge, Ability, Skill

Knowledge: Thorough knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Ability to enforce and interpret regulations such as the State Building Code, the State Sanitary Code, etc., firmly, tactfully and impartially; ability to analyze problems, prepare technical reports and formulate recommendations; skilled in communications, both written and verbal, in order to articulate opinions, rationale, and recommendations in judicious, knowledgeable and confident manner.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public; ability to recognize town-wide priorities and work cooperatively to support their accomplishment; ability to prioritize multiple tasks and deal effectively with interruptions; ability to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve; ability to analyze and interpret data and to clearly communicate and document findings for decision-makers; ability to manage several projects at the same time.

Skills: Excellent customer service and organization skills; excellent time-management skills; excellent written and verbal communication skills; strong project management skills; excellent computer skills required to utilize the Town's online permitting system; personal computers, word processing and complex databases; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skills in with dealing with the general public and sensitivity to public communications; effective planning and delegation.

Supervision

Responsibility: The Building Commissioner performs highly responsible work, requiring the exercise of considerable judgment in the management and operations of the Inspectional Services Department for the Town of Danvers.

Received: Works under the general supervision of the Director of Land Use & Community Services and in accordance with the applicable provisions of the Massachusetts General Laws.

Exercised: Direct supervision of the employees in the Inspectional Services Division, including inspectors and clerical staff.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Work is performed under typical office conditions; work environment is moderately noisy and subject to frequent interruptions.
- Occasionally periods spent outside in non-office environment, subject to all weather conditions.
- May be required to work additional/extended hours to respond to important situations and emergencies.
- Operates a computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex to complex issues.
- Must understand and abide by confidentiality regulations and standards.
- Errors could result in the delay of department services and have legal, inadequate project and/or operational funding repercussions.

Physical Requirements

(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.)

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at an efficient speed. Position requires the ability to drive a vehicle and walk construction sites.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:

Jen Breakey
Human Resources Director

02.16.2021
Date

Received by:

Employee

Date

Human Resources

Date