



City of Holyoke
Building Department
Full-Time Building Commissioner
Job Posting - November 10, 2022 - December 1, 2022

Position Purpose:

Performs administrative, supervisory, and technical work related to building safety and all Codes and Inspections Department activities in the City of Holyoke, administers and supervises the planning and direction of all activities of the department, 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.)

- Plans, directs, and coordinates the compliance of laws and codes governing the construction of new buildings, altering existing structures or demolition work.
- Reviews plans and provides subsequent inspection of buildings during construction to determine if plans, workmanship and materials conform to all existing code requirements. Coordinates efforts of all inspection staff.
- Interacts with developers and contractors regarding code compliance issues, inspection requirements, and minimum standards of construction and materials.
- Confers with architects, contractors and others concerning building code provisions and construction methods.
- Conducts builders' meetings to keep them informed of department rules and regulations as necessary.
- Acts as a liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards
- Stays abreast of new trends and innovations in the field of building code administration.
- Works through challenging and sensitive issues and complaints and develops solutions and resolve conflicts
- Responds to emergency calls for service by other City, State, and Federal entities including but not limited to fire, flood, seismic and other natural or man-made disasters.
- Evaluates structures during and following emergencies for safety to the public and other emergency responders.
- Works through challenging and sensitive issues and complaints and develops solutions and resolve conflicts.
- Performs a variety of confidential and sensitive assignments
- Selects, trains, supervises, and directs the work of employees and consistently applies policies and procedures in an equitable manner
- Cooperates, assists, and communicates timely, accurately, and effectively with all departments, maintaining a positive environment and positive communications with fellow employees and the public to achieve mutual goals.
- Enhances employee performance through establishing and communicating clear expectations and evaluating performance in a fair and professional manner.
- Prepares and monitors department budget seeking continuous improvement and fiscal responsibility
- Develops bid specifications, evaluations and composes justifications for selection of vendor to be awarded, generates and approves purchase requisitions, monitor department purchases for compliance to purchasing policy, approve department purchases, monitor products and services received for compliance to contract
- Prepares well thought-out, clear reports for the Mayor and/or elected officials. Performs similar or related work as required, directed or as situation dictates.
- Functions as zoning administrator as defined in M.G.L. 40A to interpret and enforce all local zoning ordinances within appendix A.
- Oversees and enforces all floodplain regulations as the Floodplain Administrator.
- Supervises the Property Maintenance and Demolition Team in all aspects of hazardous material remediation and demolition

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in a field related to building construction and/or design, Five years of experience in the supervision of building construction or design. Must possess experience in managing human and physical resources in an environment which requires cross-functional cooperation that is technologically complex. Certification as Building Commissioner pursuant to Massachusetts Inspection Services, Building Commissioner, Massachusetts General Laws Chapter 143, Section 3.



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Knowledge, Ability and Skill:

Knowledge: Working knowledge of accepted requirements for building construction, fire prevention, light, ventilation and safe egress; general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Working Knowledge of national uniform building codes, zoning and land use applications.

Ability: Direct the work of others, initiate and direct the making of complex technical research, the compilation of comprehensive reports, and the practical application of findings. Read plans of construction projects, blueprints, organize and schedule projects, assess conditions and determine proper course of action, deal effectively and diplomatically with the public, consultants, officials, department heads and other constituencies.

Skill: Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software, skill in operating the above listed tools and equipment, budgetary management skills.

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.

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the Mayor.

Supervision Given: Supervises all department staff, including Assistant Building Commissioner, Plumbing and Gas Inspector, Electrical/Wiring Inspector, Demolition Team, Clerk and temporary employees. Hires staff and provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with city policies.

Job Environment:

- General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines.
- Inspects structures during active emergencies including fire, explosion, seismic, wind, flood and the like. Exposure to hazardous materials including but not limited to asbestos, lead, various carcinogens, and other particulates.
- Exposure to environmental hazards of construction and emergency sites including but not limited to; asbestos, lead, particulates, animal waste, mold, high voltage electricity, and chemicals
- Makes frequent contact with municipal, state and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads, other city employees. Contacts are in person, by phone, email, and group meetings.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

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.

Fair Labor Standards Act (FLSA) status: Exempt

Employment status & Hours: Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30am - 4:30pm. Occasional evening meetings.

Pay Rate: \$71,760.86 - \$94,903.74 per year, Professional Supervisor Association, Grade 12

Employee Benefits: Health, Dental, Life Insurance, Optional Vision, Flexible Spending Account (FSA)

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. 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.