



**City of Holyoke**  
**Building Department**  
**Full-Time Assistant Building Commissioner**  
**Job Posting - January 24, 2023 - January 31, 2023**

**Position Purpose:**

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

- Coordinates and administers the compliance of laws and codes governing the construction of new buildings, altering existing structures or demolition work.
- Reviews plans and provides inspection of buildings during construction to determine if plans, workmanship and materials conform to all existing code requirements. Works under the general supervision of the Building Commissioner.
- 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.
- Coordinates 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.
- Cooperates, assists, and communicates timely, accurately, and effectively with all departments..
- Reviews bid specifications, evaluations and coordinates vendor selection, reviews purchase requisitions, monitors products and services received for compliance to contract.
- Prepares well thought-out, clear reports for the Building Commissioner. Performs similar or related work as required, directed or as situation dictates.
- Enforce all City Zoning Ordinances.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's Degree in a field related to building construction and/or design; five (5) years of experience in building construction or design, Certification as Local Inspector pursuant to Massachusetts General Laws. Applicants must have a valid driver's license.

**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.



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**Ability:** Initiate complex technical research, the compilation of comprehensive reports, and the practical application of findings. Read plans of construction projects, blueprints, organize and assess conditions, deals 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 Building Commissioner.

**Supervision Given:** This position fills in for 100% of the duties of the Building Commissioner in his/her absence. This position supervises the Local Building Inspectors, Plumbing & Gas inspector, Electrical Inspector, Clerk and temporary employees.

**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.
- 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:** \$58,641.06 - \$77,552.80 per year, Professional Supervisor Association, Grade 10

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

Please send a letter of interest and your resume to [personnel@holyoke.org](mailto:personnel@holyoke.org)

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.