

Town of West Boylston

Job Description

Position Title:	Building Commissioner/Zoning Officer	Hours Worked/Week:	19.5
Department:	Building Department	Reports to:	Town Administrator

DEFINITION

The Building Commissioner is responsible for the administration and enforcement of the Massachusetts State Building Code CMR780 and applicable local bylaws and regulations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Reviews plans for new buildings, additions and alterations to existing buildings
- Performs inspections, and signs permits and Certificates of Occupancy as necessary
- Manages the department, including managing staff and preparing the budget
- Responsible for effective enforcement of the Massachusetts State Building Code CMR780, and applicable local bylaws and regulations, as well as the adopted plumbing, gas, electric and zoning codes
- Recommends alternate materials and methods of construction, counsels with Architects, Engineers, Contractors, Builders, owners and others on design materials, material standards, and modern construction
- Assists the ADA Coordinator for the town
- Recommends action to be taken regarding condemnation of faulty and unsafe buildings
- Represents the Department at zoning and variance hearings as may be requested
- Receives and investigates all complaints of building and zoning violations

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives;

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determines organizational structure operating guidelines and work operations.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. The work involves matters such as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Works with limited confidential information such as organization personnel records, bid proposals, citations, occasional litigation, computer system networks and/or security, etc., which, if disclosed, might adversely affect operations, employee morale, create adverse public relations or otherwise be legally inappropriate.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent or Masters level in the trades, 3 to 5 years of experience in a related field; or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Extensive knowledge of the quality and strength of building materials, as well as accepted requirements for building construction, fire prevention, light, ventilation, safe exits and the requirements of section thirteen A of chapter twenty-two of the general laws, and the associated rules and regulations pertaining to accessible design standards, as well as a strong knowledge of equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Adopted from MGL C. 143. Must have general knowledge of Chapter 40A "Zoning Act", local zoning bylaws and Town general bylaws and their administration with the Town of West Boylston. General knowledge of the rules and regulations of related town boards including but not limited to the Board of Health, Board of Appeals, Conservation Commission and the Planning Board. Must possess a Massachusetts Construction Supervisor license. Must be able

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to obtain Building Inspector or Building Commissioner certification from the state within 18 months of hire. Must possess a valid driver's license.

WORK ENVIRONMENT

Work is largely completed in an office setting but conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires 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 heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely using a computer and reading documents for general understanding and analytical purposes.

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.