



## EMPLOYMENT OPPORTUNITY

**BUILDING DEPARTMENT** - Job Vacancy Posting Date: 06/06/23  
Re-Posting Date: 09/06/23, Re-Posting Date (w/\*revision): 09/28/23  
Re-Posting Date (w/\*\*revision): 10/26/23

### Job Title:

**BUILDING COMMISSIONER / ZONING ENFORCEMENT OFFICER /  
ADA COORDINATOR**

The Building Department seeks qualified applicants for the position listed above at an annual salary ranging between \*\*\$71,834/yr and \$74,708/yr, commensurate with experience, working \*30 hours per week. Position hours are as required for on-location work and consistent with Town Hall hours, otherwise.

The position is:

- |  |                                     |
|--|-------------------------------------|
| <input checked="" type="radio"/> Union     | <input type="radio"/> Non-Union     |
| <input checked="" type="radio"/> Exempt    | <input type="radio"/> Non-Exempt    |
| <input checked="" type="radio"/> Benefited | <input type="radio"/> Non-Benefited |

### Duties include:

The purpose of this position is to perform administrative, supervisory and inspection work related to the enforcement and interpretation of the state building code(s) and local zoning bylaw(s). Performs field inspections and investigations of violations and checks compliance with approved site plans; orders compliance when deficiencies or infractions are noted. Also serves as the Town's official ADA Coordinator. Performs all other related work as required.

### Minimum Qualifications include:

Education: Bachelor's Degree in a field related to building construction/design is highly desirable or High School Diploma with five years experience in the supervision of building construction or design; or any equivalent combination of education, training and experience. Special Requirements: Massachusetts Certification as Building Commissioner, Certification through the Department of Public Safety, and Certification through the International Code Council as a certified Building Official. Required Knowledge & Skills: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. Understanding of building construction materials and methods. General knowledge of requirements for construction, fire prevention, light ventilation, and safe egress. Thorough understanding of field inspection practices. Working knowledge of the State plumbing, electrical, mechanical and gas codes.

Candidate must also pass:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Pre-employment physical (+ drug/alcohol screen) |
| <input checked="" type="checkbox"/> | CORI background check                           |

An Employment Application may be found at [www.townsendma.gov/human-resources](http://www.townsendma.gov/human-resources). Submit your Resume and Employment Application for consideration to Eric Slagle, Town Administrator, at [eslagle@townsendma.gov](mailto:eslagle@townsendma.gov) or 272 Main Street, Townsend MA 01469.

Applications will be accepted ☒ until the position is filled, OR ☐ until: \_\_\_\_\_.

*The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment or employment of any individual on the basis of race, color, religious creed, national origin, disability, gender identification, veteran status, ethnicity, appearance, or age.*