



Town of Townsend, MA

JOB DESCRIPTION

FLSA: Exempt
Hours: 30 (benefited)
Union: AFSCME Council 93,
Local 1703 - Supervisors Union

BUILDING COMMISSIONER / ZONING ENFORCEMENT OFFICER / ADA COORDINATOR

Position Purpose:

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

Supervision:

Supervision Scope: Exercises considerable initiative and independent judgment in the planning, administration and execution of the department's services, and the enforcement of building and zoning laws. Works independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Work is performed under the policy direction of the Board of Selectmen, and under the day-to-day administrative direction of the Town Administrator. Establishes short and long range plans and objectives, and assumes responsibility for department results; only questions regarding policy are referred to supervisor. Works according to established professional town, state, and federal policies, procedures and codes.

Supervision Given: Has direct supervisory responsibility for department employees. Participates in hiring of staff, provides daily direction, counsels and disciplines staff consistent with town policies.

Job Environment:

A majority of work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites. Administrative work is performed under typical office conditions.

Regularly operates an automobile, computer, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with various boards and commissions, town officials, town employees, Town Counsel, members of the building community, architects, engineers and the general public. Contacts are in person, in writing, and by telephone and usually often require discussing complex technical matters.

Has access to department-related confidential information such as personnel records, bid proposals and personal information about citizen's property, which requires the application of appropriate judgment, discretion and professional protocols.

Caution is required as errors in either the technical application of recognized building procedures or in the interpretation of related data could result in damage to property, endanger public safety, have financial and/or legal implications, and/or cause adverse public relations.

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.)

Reviews plans for building construction or alteration to determine compliance with State and Local building and zoning codes and bylaws; issues building permits; calculates and collects fees; supervises the maintenance of associated records.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans. Issues Certificates of Occupancy if required.

Responds to telephone calls on various building and zoning issues.

Investigate complaints regarding zoning and building code violations, sends notice of violation and follows-up with court action when required.

Conducts inspections on assembly, educational and residential uses as mandated in the Massachusetts State Building Code.

Inspects damaged facilities constituting a hazard and makes a determination as to whether a structure should be condemned.

Confers with buildings, architects, engineers, property owners, and the general public regarding construction requirements, application of the zoning bylaws, and other related matters.

Reviews and inspects site plans and applications, special permits (swimming pools, wetland use), and on request of the ZBA, makes on-site inspections to review work in process following issuance of special permit(s).

Maintains close working relationships with the Town Administrator, Planning Board, Board of Appeals, Highway Superintendent, Health Agents, Conservation Commission, Police, Fire, and Utilities. Reports to the Board of Selectmen through the Town Administrator.

Attends various Town, Selectmen, Planning Board and Zoning Board meetings as required. Consults with and makes effective recommendations to various town committees, boards and departments on a variety of matters related to the Zoning By-Law and Building Code.

Enforces zoning bylaws, initiating inspection and enforcement actions as prescribed by State Statutes and Town bylaws, and as such provides interpretation of zoning bylaws. Is authorized to initiate legal action to enforce zoning bylaws only after consultation with the proper Town authorities.

Keeps abreast of all changes or revisions of state and local building codes and zoning bylaws, as well as latest technical developments in the design and construction of buildings and structures.

Inspects single, multi-family, and commercial buildings to assure conformance with said codes and the State Sanitary Codes by on-site visits.

Prepares the annual departmental budget for submission to the Town Administrator.
Oversees the monitoring of all department expenditures.

Receives and answers inquiries from contractors, builders, and general public via phone, mail, and in person concerning building and sign codes, rules and regulations.

Responsible for collecting all related fees and turning such fees over to the Town Treasure/Town Collector on a regular schedule.

Formulates and compiles reports, information and data as requested; maintain records and files or required information.

Attends educational seminars as mandated by the state.

Trains, instructs, assigns and checks work of assigned employees as to town policies and procedures, methods and practices, standards of performance and other matters affecting their work.

Serves as the Town's official ADA Coordinator, as required by law.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School education and five years of experience in the supervision of building construction or design; a Bachelor's degree in a field related to building construction or design is highly desirable; or any equivalent combination of education, training and experience.

Special Requirements:

Massachusetts Certification as Building Commissioner

Certification through the Department of Public Safety

Certification through the International Code Council as a certified Building Official

Valid motor vehicle operator's license

Knowledge, Ability and Skills:

Knowledge: Thorough working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. An understanding of the materials and methods of building construction. General knowledge of the accepted requirements for building 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.

Ability & Skills: Ability to read and interpret blueprints, drawing, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective and harmonious working relationships with town officials, the public and members of the building community. Ability to communicate effectively in written and oral form. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to operate standard office equipment. Excellent organizational 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.

Regularly required to move about and traverse uneven terrain, positions self to view and inspect construction worksites; uses or operates objects, tools, or controls, and picks up objects and small equipment. Ability to access all areas of construction sites; ability to ascend/descend ladders and stairs. May lift and/or move objects weighing up to 30 pounds. May frequently spend extended periods of time in one position. Ability to detect odors, noise; and distinguish colors. Ability to drive motor vehicle.

(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.)

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.