



## TOWN OF BERLIN

### Job Description

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| <b>Title:</b> Building Commissioner       | <b>Reports to:</b> Town Administrator           |
| <b>Department:</b> Building Inspector 241 | <b>FLSA Status:</b> Full Time, Salaried, Exempt |

#### **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, the local zoning bylaws and other applicable regulations; all other related work as required. The Building Commissioner is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **Supervision:**

*Supervision Scope:* Performs varied and responsible functions of a technical nature requiring considerable initiative and independent judgment in the planning, administration and execution in the department's services. Works independently in formulating decisions regarding policies, procedures, operations and department plans.

*Supervision Received:* Works under the general policy direction of the Board of Selectmen and administrative oversight of the Town Administrator, all in accordance with applicable provisions of the Massachusetts General Laws and town bylaws. Establishes short- and long- range plans and objectives, and assumes responsibility for department results. The position is subject to review and evaluation according to the town's personnel plan.

*Supervision Given:* Supervises one clerical employee, assigning tasks and instructions, and conducting performance evaluations. Supervises and coordinates work with the electrical, plumbing and gas, local and alternate inspectors.

#### **Job Environment:**

Site inspection work is performed outdoors at which time the incumbent may be exposed to weather extremes of hot and cold temperatures and inclement weather. Required to traverse uneven terrain and is subject to the hazards associated with construction sites. Work environment is moderately noisy and at times very loud. Administrative work is performed in an office environment. Attends evening meetings when requested.

Operates an automobile, hand tools, a computer, telephone, and other standard office equipment.

Makes frequent contacts requiring perceptiveness and discretion with the general public, other town departments/boards/committees, members of the building community, attorneys, property owners, and state/federal officials.

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.

Errors in either 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 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.)*

Enforces the provisions of the Massachusetts State Building Code and the town's zoning bylaws. Enforces the regulations and requirements of special permits and variances issued by the Zoning Board of Appeals, the Planning Board, and the Board of Selectmen as dictated by the zoning bylaw and all applicable statutes, rules and regulations.

Manages the operations of the Building Department including building and zoning enforcement. Reviews zoning and building applications. Reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws, and other applicable regulations.

Acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all town buildings and structures, except as may otherwise be specifically provided for by statutory requirements.

Inspects new buildings under construction and upon completion, as well as repair and alteration work during the process and upon completion for conformity with state building code, approved plans, and zoning restrictions.

Develops and executes administrative policies and procedures for all functions of the department.

Issues permits. Maintains records and collects associated fees.

Reviews site plan, special permit and variance applications, 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 Department, Conservation Commission, Police, Fire, and Board of Assessors. Reports to the Board of Selectmen through the Town Administrator.

Serves as Zoning Enforcement Officer. Enforces zoning bylaws, initiating inspection and enforcement actions as prescribed by State Statutes and Town bylaws, and as such provides interpretation of zoning bylaws.

Investigates complaints of alleged zoning violations. Issues all necessary notices and orders when complaints are verified. Prepares documents and all evidence to be used at District and Superior Courts. Confers with Town Counsel as required. Testifies in court and at board hearings related to the actions and enforcement taken by the department.

Prepares the annual department budget; oversees and monitors all expenditures and the maintenance of associated records.

Periodically inspects restaurants, places of assembly, churches, etc. to ensure compliance with state building code.

Provides a monthly report to both the Town Administrator and the Board of Selectmen, meeting with the Board of Selectmen (at least monthly) as they require and with other town boards and committees as requested.

Regular attendance and punctuality at the workplace is required. Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school education and five years of experience in the supervision of building construction or design; or a Bachelor's degree in a related field; or any equivalent combination of education and experience.

**Special Requirements:**

Possession of a valid motor vehicle operator's license. License and driving record shall be subject to periodic review at the Registry of Motor Vehicles with employee's consent/cooperation.

Certification as a Local Inspector.

Certified Building Commissioner status.

Employee to remain fully certified and abreast of code/law changes through required attendance at trainings, workshops, or otherwise, as is directly applicable and required by the position per statute.

Subject to pre-employment physical and CORI background check.

**Knowledge, Ability and Skill:**

*Knowledge:* Through working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. A complete understanding of the materials and methods of building construction. Knowledge of fire prevention, light, ventilation, egress, electrical, heating, refrigeration, and plumbing installations. Working knowledge of other equipment and materials essential for life safety, comfort and convenience of the occupants of a building or structure. Thorough understanding of field inspection practices.

*Ability:* Ability to read and interpret blueprints, drawings, 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 verbal form. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to operate standard office equipment.

*Skills:* Skill in all of the above listed tools and equipment.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to walk, stand, sit, talk, and hear. May spend a large portion of shift standing and/or walking. Uses hands to finger,

handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up papers, files, and other common office objects. Occasionally lifts and/or moves objects weighing up to 30 pounds. Regularly required to access all levels of a construction site, buildings, and structures. Must be able to climb a ladder/fence/stairs. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

*(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.)*

Approved by BOS (as Acting Personnel Committee) on 12/5/2016; BOS amended 8/5/2019

Approved as amended by Personnel Committee 8/7/2019