Building Commissioner Job Description

**Position Purpose:**

The Building Commissioner works under the general administrative supervision of the XXX and in accordance with applicable provisions of the MGL, local charter and by-laws. Duties include examining building plans to ensure compliance with MA building codes, AAB, Community’s Zoning Bylaws and other related laws, regulations, and standards. Must have thorough knowledge of accepted requirements for building construction, fire prevention, light, ventilation and safe egress; ability to enforce and interpret regulations such as state building code, state sanitary code and local zoning by-law firmly, tactfully and impartially.

**Supervision:**

*Supervision Scope:* The Building Commissioner performs highly responsible work, requiring the exercise of considerable judgment in the management and operations of the Building Department for the XXXX.

*Supervision Received:* The Building Commissioner reports to the XXXX.

*Supervision Given:* The Building Commissioner is responsible for the direct supervision of the employees in the building department.

**Job Environment:**

The Building Commissioner’s work is performed under typical office conditions. This position is required to occasionally work outside of business hours. In addition, the Building Commissioner may be required to work on weekends and may be contacted at any time to respond to important situations and emergencies.

The Building Commissioner maintains contact with other organizations, particularly State and Federal organizations, other city departments and the general public.

Errors in administrative decisions could result in lower standards of service, have legal repercussions, and result in inadequate project and operational funding. Building Commissioner Job Description

**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, applicable XXX By-Laws, , requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board.

Reviews plans for building construction or alteration to determine compliance with the State Building Code, the Americans with Disabilities Act (ADA), community by-laws, and other applicable regulations; participates in the plan review process with various boards/committees/commissions, interacts with all development boards providing guidance and assistance and attending relevant meetings and/or hearings to assist with information and/or resolution of issues when required.

Inspects new buildings and alterations to buildings under construction and upon completion to monitor compliance with code requirements and approved plans; annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, etc. for compliance with health and safety requirements; coordinates inspection and enforcement work with Fire Department and Board of Health.

Issues certificates of special inspection, certificates of occupancy notices, notice of violations and stop orders;

Utilizes online permitting software to issues building permits, maintains all required, associated and/or directed reports, logs and inspection records, maintaining completeness of all files and reports; oversees collection of fees for inspections.

Investigates all complaints pertaining to the construction and use or occupancy of all buildings and takes appropriate enforcement action including issuance of all necessary notices, orders and/or filings when complaints are verified; prepares documents and all evidence to be used at District and Superior Courts; appears as witness at hearings, sessions, etc.

Acts on any question relating to mode or manner of construction and the materials to be used, and the location, use, occupancy and maintenance of all buildings and structures.

Responds to inquiries from property owners, banks, attorneys, real estate firms, surveyors, architects, engineers, city officials and the general public; explains building code regulations and by-law provisions.

Supervises and coordinates all inspection services pertaining to construction or alteration of buildings in the City: supervises day-to day operations of the department, monitors workflow, assigns staff to projects, evaluates staff efforts, assists staff in answering questions and responds to inquiries referred by staff, i.e. difficult, problematic and/or unusual issues.

Prepares, presents, administers and monitors department budget.

Maintains up-to-date knowledge and education relative to building codes, local by-laws, enforcement regulations, etc.

Functions as a member of the city-wide administrative management team to ensure effective and efficient municipal operations and service delivery.

Works with City Planner, City Engineer and other City staff, committees, etc. on cooperative, coordinated basis.

Responsible for the supervision of the general staff and solving departmental management issues as it relates to job assignments, personnel issues, and to track completion of tasks and review submittals. Works with Union officials to resolve any outstanding union issues that arise as a result of the work performed in the divisions.

Carries out special projects and analyses for the Mayor and other departments as required.

**Education, Training, and Experience:**

College Degree comparable to a Master Apprentice knowledge of construction trades with at least five (5) years of experience in the supervision of building construction or design.

Must be certified as a Massachusetts Local Building Inspector; certification as a Building Inspector/Commissioner or ability to attain certification as a Building Inspector/Commissioner within the first eighteen (18) months is preferred; and must possess a valid state driver’s license issued by the Registry of Motor Vehicles.

**Knowledge, Ability and Skill:**

Thorough knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Ability to enforce and interpret regulations such as the State Building Code, the State Sanitary Code and the Local Zoning By-Law firmly, tactfully and impartially; ability to analyze problems, prepare technical reports and formulate recommendations; skilled in communications, both written and verbal, in order to articulate opinions, rationale, and recommendations in judicious, knowledgeable and confident manner to supervisors, employees, the general public and external agencies. Knowledge of American’s with Disabilities Act (ADA) and its application. Knowledge and application of guidelines of Architectural Access Board and Mass Office of Disabilities, Interact objectively and professionally with the public, state and local officials and co-workers.

Ability to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve. Ability to analyze and interpret data and to clearly communicate and document findings for decision-makers; y to establish relationships with City officials and governmental representatives, ability to communicate effectively in written and oral form before public groups and elected officials, ability to manage several projects at one time.

Excellent computer skills required to utilize the City’s on line permitting system; personal computers, word processing and complex databases.

Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skills in with dealing with the general public and sensitivity to public communications; effective planning and delegation.

**Errors and Omissions:**

Errors in judgment could result in legal ramifications and have severe financial repercussions.

**Physical and Mental Requirements:**

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands, and talk or hear; occasionally required to kneel, handle objects; and reach with hands and arms. The position involves often moving from a sitting position to standing position and involves moving outside the office to work construction sites throughout the City of Newburyport. The employee must occasionally lift and/or move up to 10 pounds and rarely has to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close and distance vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.)*