

Nelson Lee Miller Jr., CBO
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City of Malden, Malden, MA

December 2016 – Present

Building Commissioner / Zoning Officer / Director – Inspectional Services Department

Performs the administration and management of the Inspectional Services Department. Performs highly responsible supervisory and technical work functions associated with overseeing and coordinating review of plans and inspection of structures for compliance with all governing codes and bylaws; including supervising issuance of permits; assistance to the general public; and ensuring compliance with information required under the Zoning Board of Appeals rules and regulations. Has direct supervisory responsibility for 11 staff members, including participation in hiring of inspectional staff, oversight of daily work activities, and employee performance evaluations. Attends Zoning Board of Appeals and Planning Board meetings, advising on matters pertaining to zoning, special permits and related applications. Works with the Mayor's office, City Council, and other city departments in the daily operations of a city comprising a population of 70k residents.

City of Lowell, Lowell, MA

April 2015 – December 2016

Local Building Inspector / Plans Reviewer

Examines all permit applications and related documents. Inspects buildings under the provisions of the General Laws. Enforces the provisions of the Building Code and zoning laws. Examines or approves plans for new buildings. Developed systems and procedures for inspectional staff in collaboration with the Building Commissioner and Office Manager.

Builder's Learning Services, LLC, Manchester, NH

August 2016 – Present

Instructor

Instructor for a Massachusetts Construction Supervisor License Exam preparation course held at Middlesex Community College. Course content includes the review and explanation of the State Building Code, 521 CMR, and OSHA regulations.

All Construction & Remodeling, Inc., Saugus, MA

December 1997 – January 2016

Partner/Director

Founded a residential and light commercial construction company with responsibility for daily operations including methods, coordination, scheduling and managing staff and subcontractors. Partner responsibilities include implementing and executing company standards for project management, finance, budgeting, estimating, and contracts.

Vanasse Hangen and Brustlin, Inc., Watertown, MA

July 1996 – December 1998

Project Engineer

Key project management responsibilities included scheduling and budgeting; public presentations to state agencies, corporations, and municipalities; and creation of construction contract documents for state, local, and commercial land development. Project tasks included managing design teams and staff to meet submittal deadlines.

Holden Engineering & Surveying, Inc., Concord, NH

June 1994 – July 1996

Junior Engineer

Responsible for hydrologic studies, drainage design, erosion and water quality control, and preparation of drainage reports. Project tasks included creation of cross-sections, profiles, superelevation calculations, and development of quantitative analyses for State and Federal funded highway infrastructure projects.

Education:

University of Massachusetts Lowell, Lowell, MA.

Civil Engineering

Delta Kappa Phi Fraternity Vice President 1993-1994

Professional Affiliations / Licensing / Recognition:

Massachusetts Certified Inspector of Buildings / Building Commissioner – BO2013

International Code Council Certifications:

Certified Building Official

Building Inspector

Residential Building Inspector

Commercial Building Inspector

Licensed Construction Supervisor – Unrestricted 094547

Moderate Risk Deleading license

Certified Lead Safe Remodeler – R-I-18499-10-20529

OSHA 10 Certified

FEMA IS-100 and IS-200 Certifications

International Code Council Governmental Member

Massachusetts Federation of Building Officials - Board of Directors

Massachusetts Building Commissioners and Inspectors Association – Board of Directors

Assistant Treasurer 2016-2018

Vice President 2018 - 2019

President 2019 - Present

Massachusetts Stretch Energy Code Technical Advisory Committee - Inaugural Member

Personal:

Boy Scouts of America: Eagle Scout 1990 - Troop 61 Saugus

- Scoutmaster Troop 61 Saugus; 1998 – 2013
- Recipient: Silver Beaver Award for outstanding service to youth

William Sutton Lodge A.F. & A.M. Saugus, Massachusetts

- Board of Trustees of Real Estate, 2008 – 2016
- Master, 2013 – 2015