

POSITION DESCRIPTION

K-24

Town of Needham

Building Commissioner

10/2016

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that are 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. The position functions are a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the general direction of the Town Manager and the Assistant Town Manager/Director of Operation in accordance with the State Building Code, responsible for the administrative, supervisory and technical work in accordance with the interpretation, processing and enforcement of the building, electric, gas, plumbing, and sanitary codes, the zoning and sign by-laws, architectural access regulations, weights and measures enforcement, state and federal laws.

Review all plans and specifications for reconstruction, alterations, repair, additions and demolition within the Town of Needham to ascertain that the proposed work complies with all Massachusetts and Needham codes, by-laws, state/federal laws, and regulations, relating to building, zoning, signs, and architectural access.

Perform field inspections to verify that all work is being performed in accordance with the approved plans and all applicable laws; interpret and enforce the zoning and sign by-laws of the Town of Needham and the provisions of M.G.L. Ch. 40(A); interpret and enforce CMR 780 the Massachusetts State Building Code, CMR 521 the Architectural Access Board Regulations, M.G.L. Ch 98 Weights and Measures, M.G.L. Ch 111 Public Health, M.G.L. Ch 139 Burnt or Dangerous Buildings, M.G.L. Ch 143 Inspection of Buildings, M.G.L. Ch 148 Fire Prevention, NFPA 101 Life Safety Code and BOCA Basic Mechanical Code; and interpret and enforce the Town of Needham General By-Laws Article 5 Sign Bylaw.

Act on any question relative to the mode or manner of construction and the materials to be used in the construction, alteration, repair, demolition, removal and maintenance of all buildings and structures within the Town of Needham.

Issue all necessary notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate egress facilities in new and existing buildings and structures, and to ensure compliance with all code requirements for the safety, health and general welfare of the public.

Conduct inspections and certify buildings and structures or parts thereof in accordance with Massachusetts State Building Code Table 106; and keep in a public place and open to public inspection during normal working hours, official records of applications received, permits, and certificates issued, fees collected, reports of inspections, variances and special permits granted and notices and orders issued.

Submit required reports; act on and respond to any inquiry concerning all areas of responsibilities; follow through in the enforcement of all codes and zoning by-laws, including criminal prosecution;

and attend meetings of the Town Manager/designee, Board of Selectmen, Zoning Board of Appeals, Planning Board, Sign By-law Board, Finance Committee and other Town organizations, as requested.

Develop, implement and oversee appropriate methods and processes to streamline and track that the delivery of services are in compliance and that they meet the needs of the community and customers of the department.

Establish and maintain a process for permit applications, plan reviews and permit issuance in a consumer friendly, coordinated and timely manner

Establish the operating and capital budgets for the Building Department; and ensure that expenditures are within approved line item.

Monitor/ensure that all contracts for services for the Building Department are in compliance with Town and Procurement laws, policies and standards.

Monitor the performance of employees, including such areas as their knowledge, accuracy, timeliness, customer service, and productivity. Ensure training is provided and required certifications and educational credits are up-to-date. Provide discipline as needed in consultation with the Assistant Town Manager/Director of Operation and the Director of Human Resources.

Actively participate in the search process for all department employees and oversee operations of the department, including application and upgrading of computer system, reporting, and record maintenance.

Serve on relevant boards and committees as assigned.

Perform other related duties as required.

Basic Knowledge:

Duties require a thorough knowledge of materials and methods used in building construction and of the building, electric, gas, plumbing and sanitary codes, zoning by-laws and planning, conservation and historic matters; equivalent to an Associate's Degree in Engineering.

Experience:

Position requires seven (7) to ten (10) years of construction and supervisory experience, supervision of building construction or design, or a four-year undergraduate degree in a field related to building construction or design, or equivalent experience and education.

Required Licenses/Certifications:

A valid active motor vehicle license is required for this position throughout employment. Certification as an Inspector of Buildings/Building Commissioner in accordance with Special Regulation 780 CMR 110.R7 - Certification of Inspector of Buildings, Building Commissioner and Local Building Inspector.

Independent Action:

Enforce and interpret code regulations, perform complicated work, make major decisions; referring matters to the Town Manager and/or Assistant Town Manager/Director of Operations when major changes are involved.

Supervisory Responsibility:

Responsible for supervising Building, Wire, and Plumbing and Gas Inspectors, temporary personnel, substitute inspectors and administrative staff.

Physical and Environmental Standards:

- Frequent periods spent in non-office environments, including retail and service establishments, private homes, Town property and facilities (internal and external), swimming pools and beaches, roads, etc.
- Regular periods spent outside, requiring exposure to weather conditions.
- Frequent periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical positions.
- May spend sustained periods at terminal or on telephone.
- Occasional exposure to chemical and biological hazards, requiring exercise of proper safety precautions.
- Light lifting and carrying of work materials, including files, surveying equipment and other testing devices.
- Subject to regular interruptions to handle emergency situations.
- Some travel within the Town to plan, oversee, or provide departmental services.

This position 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 employee and the requirements of the position change.