

## **BUILDING COMMISSIONER/ZONING ENFORCEMENT AGENT**

**(Town of Freetown, Massachusetts)**

Administrative and inspection work related to the enforcement and interpretation of the State Building Code, the local zoning bylaw and other applicable regulations; all other work as required. Serves as the Town's Zoning Enforcement Officer.

### **Distinguishing Characteristics**

Works under the policy direction of the Board of Selectmen through the Town Administrator, and under the applicable provisions of the Massachusetts General Laws and Town by-laws.

Performs varied and responsible duties requiring the exercise of considerable judgment in the application and interpretation of building codes, zoning bylaws and other applicable regulations.

### **Job Environment**

Work is performed both in typical office settings and in the field, with exposure to outdoor weather conditions and the hazards associated with construction sites when performing field work.

May be required to attend evening meetings with various town boards and committees.

Operates standard office equipment, computer, and telephone. Uses hand tools when conducting field work. Operates automobile.

Makes frequent contacts requiring perceptiveness and discretion with the general public, other town departments and boards, members of the building community, and property owners.

Has access to department-related confidential information.

Errors in either technical application of recognized building procedures or in the interpretation of related data could result in damage to property, endangerment to public safety, and have legal and/or financial 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.)*

Manages the operations of the Building Department which include: building, electrical, plumbing/gas, zoning enforcement and public buildings.

Examines and reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws, and other applicable regulations. Reviews and approves or denies applications for building permits. Explains building code regulations and bylaw provisions.

Makes on-site inspections of new buildings and alterations to buildings under construction and upon completion for conformity with structural requirements, approved plans and zoning restrictions. Issues certificates of occupancy for new construction.

Oversees maintenance operations of all Town Buildings including supervision of personnel as well as coordinating the maintenance and repair of all Town Buildings (Bid Procurement and project coordination and oversight).

Investigates complaints from property owners of alleged zoning or code violation; issues all necessary notices and orders when violations are verified such as the issuance of "cease and desist" orders. Prepares documents for appeals of Building Department decisions/orders and defends actions before Zoning Board of Appeals Court.

Oversees administrative functions of the Building Department. Reviews all incoming and outgoing correspondence, maintains records, collects fees and prepares department annual budget. Verifies monthly balances; prepares weekly payroll and certifies time. Prepares specifications and advertisement for purchases through proper means.

Maintains expertise, licenses and certifications.

Responds to questions from property owners, banks, real estate firms, and the general public relating to the mode or manner of construction and materials to be used, and the location, use, occupancy and maintenance of all buildings and structures.

Performs safety inspections on public buildings.

Works cooperatively with other Town departments and personnel to assure effective and efficient town-wide operations.

Performs any and all related work as required, directed or as situation dictates.

## **Recommended Minimum Qualifications:**

### **Education and Experience**

High school graduate supplemented by vocational training, Bachelor's degree in a field related to building construction and/or design; five years progressively responsible experience in building construction and/or design; or any equivalent combination of education and experience.

### **Special Requirements**

Possess and maintain a Construction Supervisor's License required.

Certification by the State Building Code Commission pursuant to MGL 143, § 3 and 780 CMR, 110 required

Possess and maintain a Class D Massachusetts motor vehicle operator's license.

### **Knowledge, Ability and Skill**

***Knowledge:*** Thorough knowledge of the materials and methods used in building construction and the state building code, applicable state statutes, rules, regulations, ordinances and local zoning bylaws. Thorough knowledge of fire prevention and ventilation as it applies to building construction.

**Ability:** Ability to understand architectural drawings and plans. Ability to understand engineering terminology and mathematical concepts. Ability to understand court procedures as related to building and zoning issues.

Ability to enforce and interpret regulations firmly, tactfully and impartially. Ability to deal appropriately with the general public and members of the building community. Ability to communicate effectively in oral and written form.

### **Physical Requirements**

Majority of work is performed under typical office conditions with minimal physical effort expended. Moderate physical effort demanded in making inspections. May be required to walk and stand for approximately 1 to 2 hours per day. Must be able to access all levels at a construction site. Occasionally required to climb, stoop, kneel, crouch or crawl when conducting field work. Occasionally required to lift objects weighing up to 10 pounds. Must be able to see an area peripherally and be able to judge distances and relationships spatially. Vision must be correctable to 'normal' ranges.

(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.)