

**Town of Sandisfield, Massachusetts
Job Description**

Position Title:	Building Commissioner	Grade Level:	
Department:	Inspections	Date:	December 2021
Reports to:	Selectboard/Town Manager	FLSA Status:	Exempt

Job Summary: The Building Commissioner is responsible for the planning, organizing and supervision of inspection work to ensure compliance with life safety, structural, and other pertinent local and state regulations; oversees the issuance of required permits applicable to building construction; reviews plans for zoning compliance. Serves as the Town's Zoning Enforcement Officer including signage, nuisance, and enforcement of the Town's zoning Bylaws. Employee is required to perform all similar or related duties.

Supervision Required: Under the policy direction of the Selectboard and administrative direction of the Town Manager, working from municipal policies and objectives; individual establishes short and long-range plans and objectives, Department performance standards and assumes direct accountability for department results. Consults with the Town Manager whenever clarification, interpretation, or exception to municipal policies may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is expected to attempt to resolve conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares and administers an operating budget. Assists or oversees the personnel function of the department including recommending hiring, developing and implementing employee training, and the disciplining of employees

Confidentiality: The employee has access to confidential information in accordance with the including official personnel files, lawsuits, and department records. The employee is required to keep said records confidential.

Judgment: Work requires the employee to examine, analyze, and to evaluate facts and circumstances surrounding individual problems, situations or transactions, in order to properly determine the appropriate action(s) that is required to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, laws, practices, and precedents which may be conflicting, at times.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and

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evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work including conducting investigations of alleged violations.

Work Environment: Administrative work is performed indoors under typical office conditions. Working conditions for inspections involve exposure to intermittent machine or loud noises or a combination of unpleasant elements including but not limited to odors, chemical fumes, dust, smoke, heat, cold, fumes, traffic, electricity, oil, dirt, explosive materials, or grease. Work may involve work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours to attend evening meetings and/or in response to emergency incidents on a 24/7 basis.

Nature and Purpose of Relationships: Interacts directly with co-workers, the public, community groups, builders, developers, property owners, and/or individuals, who have conflicting opinions or objectives, diverse points of view or differences, requiring excellent communication skills. The employee represents to the public a functional area of the municipality on matters of procedures or policy where perceptiveness and discretion is required to analyze circumstances in order to act appropriately.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, personal injury, danger to public safety, legal repercussions, jeopardize programs, lower standards of service, sub-standard construction, monetary losses, damage to buildings and equipment, or personal injuries.

Occupational Risk: Duties present frequent exposure to occupational risk when conducting field inspections at construction sites, when accessing rough terrain, or due to weather.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Enforces the provisions of the Massachusetts State Building Code and the Town of Sandisfield Zoning Bylaws; enforces the requirements of special permits issued by Town boards.
2. Reviews, all building permit applications and their proposed use for compliance with life safety, structural, light, ventilation, the Massachusetts State Building Code and the Town of Sandisfield Zoning Bylaws, and all other local and state regulations.

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3. Coordinates, plans and supervises the activities of the department's Inspectors; provides advice to Inspectors as required on code issues to ensure compliance with state and local laws and the enforcement of local zoning and other applicable State regulations or Town By-Laws; responsible for the resolution of difficult inspection or code enforcement issues.
4. Observes conditions and issues notices for correction to persons responsible for conformance of State Building and related codes; Investigates, obtains evidence and prepares informational reports concerning compliance or violations which have not been corrected.
5. Responds to life safety and emergency situations involving structural collapse, fire, or weather-related emergencies and prepared to assume the role of incident commander as a member of the emergency management team in those situations as necessary.
6. Explains to the public, property owners, developers, contractors etc., requirements, polices, procedures and ordinances; recommends compliance procedures to contractors, craft workers and owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.
7. In accordance with statutory regulations, prepares and maintains inspection records and prepares reports for use by other Town officials, administrative or judicial authorities; confers with other code inspectors when necessary.
8. Attends public meetings as necessary to discuss codes, flood zones, building construction or renovation plan reviews and other related issues.
9. Inspects residential, commercial, industrial and other buildings during and after construction to determine compliance with Massachusetts State Building Code and the Town of Sandisfield Zoning Bylaws; prepares documents for the appeal of building department decisions or orders and defends its actions before the District of Superior Court.
10. Responds to disaster emergencies as necessary.
11. Prepares and administers the department's operating budget.
12. Attends educational seminars in order to keep abreast of all changes or revisions to the State Building Codes and local zoning bylaws in order to maintain required certifications and/or licenses.

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13. Works in conjunction with the Fire Chief and other officials to ensure the safety of public assembly buildings.

Recommended Minimum Qualifications

Education and Experience: Bachelor's Degree and five to seven (5-7) years of prior work experience preferably in a construction trade or a related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Motor Vehicle Class D Operator's License; State Certified Building Official

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of construction methodology including means and methods, land use, construction and related municipal law, the state building code and related codes; working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management techniques and practices; knowledge of the Town's geography. Knowledge of information technology including the use of office software including word processing and spread sheet applications, PermitEyes software, as well as GIS in support of department operations.

Abilities: Ability to interpret and enforce in an impartial manner state and local laws such as the State Building Code and local zoning by-laws. Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, property owners, designers, contractors, subcontractors and other code enforcement or regulatory agencies. Ability to apply practical, intuitive reasoning in order to interpret and apply building code regulations in a consistent and impartial manner.

Skill: Proficient oral and written communication skills; effective negotiation skills; proficient data processing skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period.

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Occasionally, work may require lifting, pushing or pulling department equipment or materials. Work may require stooping, kneeling, or crouching.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Skills: Employee is required to constantly read documents and blue prints or construction drawings for general understanding and analytical purposes. Employee must be able to determine color differences.