

## **BUILDING COMMISSIONER**

### **DEFINITION**

Position is responsible for department level management of the Building Department; including the enforcement of all construction and related codes, serving as the Town's zoning enforcement officer, directing the activities of all subordinate personnel, performing the administrative work of the department, directing the issuance of permits and the collection of fees, preparing and issuing reports, maintaining files, and preparing and managing departmental budgets

### **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.*

- Enforces all of the provisions of the Massachusetts State Building Code, Massachusetts Architectural Access Board, Canton Zoning By-Laws, and any other state statutes, rules and regulations, ordinances or bylaws that empower the building commissioner.
- Acts on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, and removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.
- Receives all applications, examines and approves plans and specifications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures. Inspects premises for which permits have been issued and enforces code and bylaw compliance.
- Regularly inspects permitted work, issues certificates of occupancy and annually inspects buildings and structures for public assembly.
- Investigates allegations of zoning and code violations. Orders compliance, initiates and pursues legal remedies when warranted.
- Develops and executes administrative policies and procedures for all assigned functions of the building department.
- Assigns, trains and evaluates all departmental administrative and inspection personnel.
- Acts as liaison with and coordinates department activities with other departments, agencies and commissions where required.
- Responsible for preparation of departmental budget and all administrative, regular, or special reports.
- Brings complaints to District Court or applies for injunctions in Superior Court for violations of the Zoning By-Law and 780 CMR (Mass State Building Code).
- Provides administrative support for the Zoning Board of Appeals.
- Responds to request to assist with First Responders; Serves as a member of the 911 Committee
- Serves as a member of many town committees, Chairs the Permit Advisory Committee.
- Perform all other duties as required

## **SUPERVISION RECEIVED**

As detailed in MGL 143 and under administrative direction the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

## **SUPERVISION EXERCISED**

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts with other departments; approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

## **ACCOUNTABILITY**

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions. Errors can result in personal injury, delay or loss of service, damage to buildings, monetary loss, or legal repercussions.

**JUDGMENT** Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

## **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

## **CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a variety of confidential information, including confidential and sensitive issues while assisting attorneys, local law enforcement and other state public safety organizations...

## **EDUCATION AND EXPERIENCE**

A candidate for this position must have a Bachelor's Degree in any field related to building construction or design and five (5) years' experience in the supervision of building construction. A candidate should possess a valid driver's license. Must be certified by the Board of Building Regulations and Standards in accordance with the provisions of 780 CMR R-7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors.

## **KNOWLEDGE ABILITIES AND SKILLS**

**Knowledge:** knowledge of building and construction practices, techniques, and equipment, and principles of egress, fire prevention, strength of materials, ventilation, solid fuel burning appliances and soils conditions; knowledge of the Massachusetts State Building Code and other applicable rules, regulations and laws governing building construction practices, including those of the Massachusetts Architectural Barriers Board; Knowledge of MGL 40A, local zoning and subdivision control laws.

**Ability:** Ability to read and interpret code and other legal requirements, technical, materials, and construction specifications, plans, and zoning maps; Ability to communicate effectively orally and in writing, and have an understanding of report preparation and budgeting; Must be able to establish and maintain harmonious working relationships with others;

**Skill:** Skill to plan, organize, and direct the work and training certifications where required for subordinates, and the workflow process of the office, communicate and coordinate inter-agency activity and public interaction with the government.

## **WORK ENVIRONMENT**

When working in the office, the work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. When working in the field working conditions involve exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements. Incumbent may be required to work beyond normal business hours to attend evening meetings and respond to emergency situations which could involve collapsed buildings or

structures, fire scenes or disaster areas.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When working in the field, employee occasionally lifts weight in excess of 60 lbs. Occupational risk includes entry into structures damaged or destroyed by fire, auto accident, weather or collapse, dog bites, exposure to irate contractors or citizens

### **Motor Skills**

Most duties are mental rather than physical, but the job may occasionally require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment. While inspecting a structure, often under construction, must be able to navigate work and self safely.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.