**Position Title:** Building Commissioner  
**Grade Level:**  
**Department:** Inspectional Services  
**Date:**  
**Reports to:** Town Administrator  
**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, light, ventilation 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. Supervises the ZBA clerical support staff. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Town Administrator, working from municipal policies and objectives and in accordance with State regulations; employee establishes department and employee short and long-range goals and objectives, department performance standards, and assumes direct accountability for department results. Consults with the Town Administrator where clarification, interpretation or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee/official is also expected to attempt to resolve all conflicts, which arise and coordinate with others as necessary.

**Supervisory Responsibility:** Employee is accountable for the direction and success of department programs or services 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 the hiring, training, and the disciplining of employees

Employee provides direct supervision over two (2) full-time and six (6) part-time employees, including the ZBA clerical support staff, who work at the same location and work schedule. The number of employees supervised is well established and reasonably stable throughout the year.

**Confidentiality:** Employee has regular access to department-wide confidential information in accordance with the State Public Records law including official personnel files, law suits, and department records.

**Judgment:** The work is performed based on or municipal policies, general principles, state regulation and legislation, or directives that pertain to the Building department. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area’s authority in interpreting the guidelines, in determining how they should be applied, and in developing department-wide operating policies.
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**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 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:** Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, toxins or fumes, traffic, electricity, oil, dirt, explosive materials, or grease when in the field conducting inspections. 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:** Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee represents to the public a functional area of the municipality (building department) on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Accountability:** Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee, sub-standard construction, monetary losses, damage to buildings and equipment, or personal injury.

**Occupational Risk:** Duties generally present exposure to occupational risks when conducting field inspections or accessing constriction work sites. Examples of personal injury may include bruises from falls, cuts or burns, or muscular strains when conducting field inspections.

**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.

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1. Reviews, all building permit applications and their proposed use for compliance with life safety, structural, light, ventilation and all other local and state regulations.

2. Coordinates and plans 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.

3. 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.

4. 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.

5. Explains to the public, property owners, develops, 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.

6. 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.

7. Attends public meetings as necessary to discuss codes, flood zones, building construction or renovation plan reviews and other related issues.

8. Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards as needed; prepares documents for the appeal of building department decisions or orders and defends its actions before the District or Superior Court.

9. Responds to natural disaster emergencies as necessary.

10. Prepares and administers the department’s operating budget.

11. Attends educational seminars in order to keep abreast of all changes or revisions to the State Building Codes and local zoning bylaws and to maintain required certification and licenses.

12. Works in conjunction with the Fire Chief to ensure the safety of public assembly buildings.

**Recommended Minimum Qualifications:**

**Education and Experience:** College Degree or a master craftsman level of knowledge; five to seven (5-7) years of prior work experience preferably in the construction trades; or any

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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 Construction Supervisors License

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of construction methodology including means and methods, land use, construction and municipal law, the state building code and related codes; working knowledge of the principles and practices of building construction and inspection as well as building, electric, gas, plumbing and sanitary codes and bylaws; 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 (word processing and spreadsheet applications) Web Site, and the Internet 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 officials. Ability to delegate, assign and coordinate work through subordinates.

**Skill:** Proficient oral, written communication skills; effective negotiation skills; proficient data processing skills. Effective supervisory 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; employee is required to stand, stoop, or walk for significant periods of time when conducting inspections.

**Motor Skills:** Duties are largely mental rather than physical, but the job may require the application of motor skills to perform activities such operating a telephone system, computer and/or most other office equipment, and a motor vehicle.

**Visual Skills:** Employee is required to read documents for general understanding and analytical purposes. Employee must be able to determine color differences.