

**TOWN OF HAMILTON**  
**BUILDING COMMISSIONER / ZONING ENFORCEMENT OFFICER**

Department	Planning & Inspections
Reports to:	Town Manager/Director of Planning & Inspections
Position Status:	Non-Exempt
Salary Classification:	Grade 18/FY22

**Position Summary/Purpose:**

Under the direct supervision of the Director of Planning and Inspections the position is responsible for the management of the inspectional services including Building, Plumbing and Gas, Electric, and Weights and Measures and enforcement of the Towns' zoning by-laws.

The purpose of this position is to administer policies, procedures, and code regulations through examination of the work of outside contractors and engineering personnel and the coordination with activities of Town boards, including the Board of Appeals. Responsible for establishing and maintaining standards of operation within the scope of established laws, rules, and regulations.

The position must keep up to date on building code advances in order to remain current as well as attend conferences or meetings with others of like responsibilities to keep well-informed of the anticipated or actual changes in the codes and application thereof.

The Building Commissioner should be knowledgeable concerning the quality and strength of building materials, accepted requirements of building construction, fire prevention, light, ventilation, egress provisions, equipment, and systems essential for safety, comfort, and convenience of the occupants.

The Building Commissioner is expected to interact with other Town departments in areas of joint concern and responsibility.

The position is responsible for collecting building inspection fees, as well as fees collected by other department inspectors. The Building Commissioner is responsible for enforcing all Town zoning by-laws and MGL c. 40A, the Zoning Act. Accordingly the position refers to the Board of Appeals all matters of zoning that require its decisions, writes legal advertisements for this purpose, arranges for, and attends its public hearings as needed, as well as enforces its decisions. By statute, the Building Commissioner is the sole enforcement officer of the zoning by-laws.

The Building Commissioner issues Certificates of Inspection for buildings which meet all code requirements on behalf of the community. He / She shall supervise the inspection of plumbing and gas, wiring, weights and measures, in the Town.

From time to time the Commissioner shall prepare necessary reports, summaries, and statistics in conjunction with Inspectional Services and carrying out the duties of the office.

The Building Commissioner administers all affairs of Code Administration Department, including policy, keeping all records required by law, issues reports, including all permits and fees collected. The position also prepares and administers department budget in connection with the Department Director.

The Building Commissioner & Zoning Enforcement Officer is required to exercise considerable independent judgment in administering and performing code and law-related inspections and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

The position requires that the Commissioner perform other related managerial or administrative duties or functions as may be required including participating in the budgeting process.

### **Supervision:**

#### *Supervision Scope:*

Performs plan review, inspections, and enforcement duties, requiring technical responsibilities based on an extensive knowledge of building and zoning laws, codes, rules and regulations, and responsible for building and zoning code enforcement as indicated by the position purpose and essential functions.

*Supervision Received:* Works with minimal direction from the Director of Planning & Inspections, following professional standards, procedures, and policies.

*Supervision Given:* Directly supervises the Wiring, Gas and Plumbing Inspectors and the department's Administrative Assistant.

### **Essential Job 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.)*

- Knowledge of appropriate statutes related to building codes, zoning by-laws, building construction. Equivalent to a college education in building construction or design.
- Review all plans and specifications related to construction, reconstruction, alterations, repairs, additions, and demolition within the Town to ascertain that proposed work complies with State building codes and Town zoning by-laws.
- Enforce all regulatory codes, laws and ordinances relating to building construction.
- Perform field inspections to verify all work is performed in accordance with approved plans and applicable laws and codes. Perform inspection of footings, rough framing, foundation and cement, insulation and finish, as well annual and periodic inspections in public and private schools and other facilities of public and private accommodation as per state building code.

- Interpret and enforce zoning by-laws of the Town and provisions of MA General Laws.
- Hear and review zoning complaints and resolve within scope of authority, referring unresolved matter to the Zoning Board of Appeals.
- Consults with the Historic District Commission on projects in the Commission's jurisdiction.
- Respond to inquiries related to the mode or manner of construction and materials to be used in construction, alteration, repair, demolition, removal and maintenance of all building and structures within the Town, including energy efficiency measures.
- Issue all required notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction, or to require adequate egress facilities in existing buildings and structures.
- Ensure compliance with all code requirements for the safety, health and general welfare of the public.
- Issue cease and desist orders, as appropriate, and determine the safety of buildings after a fire or partial collapse.
- Respond to emergency building situations 24/7.
- Maintain official records of applications received, permits and certificates issued, fees collected, reports of inspections, variances and special permits granted, and notices and orders issues.
- Prepare and submit required reports and records within mandated timetables.
- May attend requested selectmen, zoning board, planning board and other related meetings to respond to inquiries and provide technical assistance.
- Recommend the establishment of fees for inspectional services.
- Conduct research and provide information to the public within scope of authority.
- Ensures that all work is conducted in a safe manner and all work safety practices are followed.
- Maintain knowledge of changes to applicable building codes and zoning by-laws.
- Maintain productive relationships and collaborate with members of other Town departments for the purpose of enhancing efficiency and productivity.

### **Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development, including required educational hours.
- Assist other department staff as needed to promote a team effort to serve the public.

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

Must have a bachelor's degree in engineering, architecture, or related field; five to seven years or more of progressively responsible building construction/design and plan review experience; supervisory experience highly desired, along with experience with GIS, electronic permit management software, data base management and related computer-based programs and applications. Thorough knowledge of MGL c. 143 (780 CMR Mass State Building Code); MGL c. 40A, (the Zoning Act); local zoning bylaws, and other applicable state status and regulations.

Ability to establish and maintain effective and harmonious working relationships with town officials, the public, and members of the building community and communicate effectively in written and verbal form. Must possess certification and maintain a Massachusetts Building Commissioner/Inspector of Buildings. Must have and maintain: Valid Driver's License.

**Knowledge, Ability and Skill:**

- Expert knowledge of international building, energy conservation, mechanical and residential codes, including MA amendments.
- Thorough knowledge of State and Town zoning by-laws, ordinances and provisions.
- Thorough knowledge of materials and methods used in building construction and the building trades.
- Ability to investigate complaints and violations in a professional manner and to enforce the rules and regulations of the Town and State.
- Ability to administer compliance programs regarding building and zoning issues.
- Ability to analyze complex issues and to develop relevant and realistic plans and recommendations.
- Ability to maintain detailed and accurate records and data bases; skilled in the use of relevant software specific to reporting requirements; ability to use smartphones, iPads, Androids, or other comparable technology to capture and share inspection data and photos.
- Ability to establish and maintain cooperative working relationships with Town staff, officials, and State agencies to accomplish building/inspectional priorities.
- Ability to plan and prioritize inspections and to successfully convey procedures and regulations to a variety of constituencies, particularly residential owners, and contractors.
- Strong verbal and written skills; strong interpersonal, problem solving, and observation skills.
- High level of customer service skills to convey a sense of trust and objectivity.

**Job Environment:**

Generally works in a non-office environment, requiring travel by Town issued vehicle, involving hot, cold and inclement weather exposure, loud noise, precarious heights, fumes, dangerous walking areas, moving mechanical parts, and risk of electrical shock. Some plan reviews done in office environment.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard communication equipment.

Makes constant contact with Town staff, contractors, tradesmen, property owners, architects and other building-related professionals. Contacts and works with state agencies and the Zoning Board of Appeals, as required. Communication is frequently in person and by telephone; occasionally by mail and e-mail. Contacts require a high level of detail and solid judgment.

Errors in judgment or omissions could result in; monetary loss and/or rework, damages to

buildings and /or equipment and resulting legal impact or liabilities.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		

Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*