



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

POSITION: **Building Commissioner**

DEPARTMENT: Building Department

HOURS OF WORK: Full-time (35 hours/week) Monday, Tuesday, Thursday 8:30am – 4:30pm; Wednesday 8:30 am - 7:30 pm; Friday 8:30 am - 12:30. May be required to work outside of normal business hours at night or on weekends, as required.

SALARY: **\$93,679.04 - \$109,528.64 (Union)**

BASIC FUNCTION:

The Building Commissioner works under the general administrative supervision of the Mayor and in accordance with applicable provisions of the M.G.L., the City's Charter and By-Laws. Examines building plans to ensure compliance with MA building codes, Architectural Access Board (AAB), and other related laws, regulations, and standards. Possesses thorough knowledge of accepted requirements for building construction, fire prevention, light, ventilation, and safe egress; ability to enforce and interpret regulations such as state building code, state sanitary code and local zoning by-law firmly, tactfully, and impartially.

RESPONSIBILITIES:

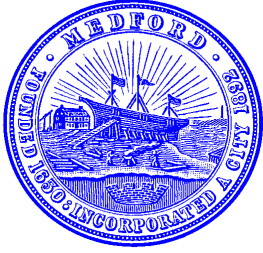
- Supervises and coordinates all inspection services pertaining to construction or alteration of buildings in the City.
- Supervises day-to-day operations of the department, monitors workflow, assigns staff to projects, evaluates staff efforts, assists staff in answering questions and responds to inquiries referred by staff, difficult, problematic and/or unusual issues.
- Reviews plans for building construction or alteration to determine compliance with the State Building Code, the Americans with Disabilities Act (ADA), City By-Laws, and other applicable regulations.
- Inspects new buildings and alterations to buildings under construction and upon completion to monitor compliance with code requirements and approved plans.
- Utilizes online permitting software to issue building permits, maintains all required, associated and/or directed reports, logs, and inspection records, maintaining completeness of all files and reports; oversees collection of fees for inspections.



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- Responds to inquiries from property owners, banks, attorneys, real estate firms, surveyors, architects, engineers, city officials and the public; explains building code regulations and by-law provisions.
- Participates in the plan review process with various boards/committees/commissions, interacts with all development boards providing guidance and assistance and attending relevant meetings and/or hearings to assist with information and/or resolution of issues when required.
- Maintains contact with other organizations, particularly State and Federal organizations, other city departments and the public.
- Annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, for compliance with health and safety requirements, coordinates inspection and enforcement work with Fire Department and Board of Health
- Issues certificates of inspection, certificates of occupancy notices, notice of violations and stop orders.
- Investigates all complaints pertaining to the construction and use or occupancy of all buildings and takes appropriate enforcement action including issuance of all necessary notices, orders and/or filings when complaints are verified; prepares documents and all evidence to be used at District and Superior Courts; appears as witness at hearings, sessions, etc.
- Acts on any question relating to mode or manner of construction and the materials to be used, and the location, use, occupancy and maintenance of all buildings and structures.
- Prepares, presents, administers, and monitors department budget.
- Maintains up-to-date knowledge and education relative to building codes, local by-laws, enforcement regulations.
- Responsible for overseeing timely investigation and enforcement of zoning and other code violations.
- Functions as a member of the city-wide administrative management team to ensure effective and efficient municipal operations and service delivery.
- Works with City Planner, City Engineer and other City staff, committees, etc. on cooperative, coordinated basis.
- Supervises staff in solving departmental management issues as it relates to job assignments, personnel issues, and to track completion of tasks and review submittals. Works with Union officials to resolve any outstanding union issues that arise because of the work performed in the department.
- Performs other related duties as required.



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EDUCATION & EXPERIENCE:

Employees must meet or exceed all requirements in accordance with 780 CMR R7 and shall be certified as a Building Commissioner prior to being appointed. College Degree comparable to a Master Apprentice knowledge of construction trades with at least five (5) years of experience in the supervision of building construction or design. Valid Massachusetts motor vehicle operator's license.

LICENSE AND CERTIFICATIONS: Certified as a Massachusetts Local Building Inspector; Certification as a Building Inspector/Commissioner or ability to attain certification as a Building Inspector/Commissioner within the first eighteen (18) months preferred.

KNOWLEDGE SKILL & ABILITIES:

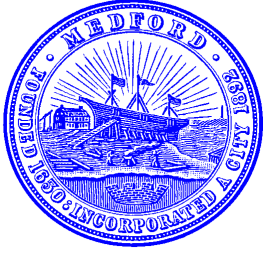
Knowledge: Demonstrated knowledge of related federal, state, and local laws, rules, regulations and building codes. Thorough knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure. Knowledge of Americans with Disabilities Act (ADA) and its application. Knowledge and application of guidelines of Architectural Access Board and Mass Office of Disabilities.

Skills: Excellent work ethic. Excellent management and leadership skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Excellent written and verbal communication and listening skills. Excellent computer skills required to utilize the City's online permitting system, personal computers, word processing and complex databases.

Abilities: Ability to enforce and interpret regulations such as the State Building Code, the State Sanitary Code, and the Local Zoning By-Law firmly, tactfully, and impartially. Ability to analyze problems, prepare technical reports and formulate recommendations. Ability to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve. Ability to analyze and interpret data and to clearly communicate and document findings for decision-makers. Ability to establish relationships with City officials and governmental representatives. Ability to communicate effectively in written and oral form before public groups and elected officials. Ability to manage several projects at one time.

PHYSICAL REQUIREMENTS:

While performing duties of this position, an employee may be required to sit, walk, climb, crawl, read, write, talk, or listen, in person and by telephone; use hands to operate standard office equipment and



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to assess, fix, or operate building systems equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate equipment as necessary during the work assignments.

WORK ENVIRONMENT:

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, camera, meters, thermometers, various inspection tools, and vehicle. Some work is performed outside in varying degrees of temperature.

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Please fill out a Standard Employment Application and include it with your cover letter and resume. **The first 5 days internal qualified applicants will be interviewed.** The application can be found at www.medfordma.org/departments/personnel/jobs. Mail all documents to:

ADDRESS ALL COVER LETTERS AND RESUMES TO
Office Human Resources
City of Medford – Room 204
85 George P. Hassett Drive
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Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, Persons of Color, Veterans and Persons with Disabilities are encouraged to apply.