

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

**POSITION:** Building Commissioner

**Posting ID:** 2016-0016

**Posted:** 4/13/26

**Open Until:** 4/27/26

**DEPARTMENT:** Building Department

**HOURS OF WORK:** 35 hours following City Hall operating hours. Additional nights and weekends as needed

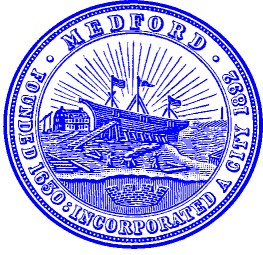
**SALARY:** Non-Union CAF-18 (\$2,008.93 -\$2,348.82 weekly)

**BASIC FUNCTION:**

This Position is responsible for the planning, organizing and supervision of inspection work to enforce the provisions of the state building code and Chapter 22, Section 13A to ensure compliance with life safety, structural, light, ventilation, and other pertinent local bylaws; oversees the issuance of required permits applicable to building construction; reviews plan for zoning compliance. Administrative, technical and inspection work related to the enforcement and interpretation of the Massachusetts Building Code, local zoning ordinance and other applicable codes relating to building construction and design, all other related work, as required.

**RESPONSIBILITIES:**

- Oversees Building Department staff and operations.
- Performs Building Inspections, zoning enforcements and applicable investigations. Inspects buildings, alterations to buildings under construction and upon completion to monitor compliance with the Massachusetts Building Code, local zoning ordinance, and other pertinent state and local regulations; inspects safety conditions of existing buildings.
- Serves as the Zoning Enforcement Officer; enforces Building codes, investigates complaints to ensure compliance with bylaws and building codes; responsible for enforcing the Massachusetts Building Code, zoning ordinances, flood plain regulations, and earth removal ordinance; enforces the requirements of special permits issued by the Zoning Board of Appeals or the Planning Board, and other applicable statutes, rules, and regulations.
- Responds to emergencies concerning buildings and natural disasters; on call 24/7.
- Enforces occupant loads in commercial buildings.
- Conducts annual inspections for commercial businesses.
- Assists with inquiries from General Public, Town Departments, Fire and Police Departments.
- Reviews plans for building construction or alteration for compliance with state codes, access regulations, local zoning ordinances and other applicable regulations. Reviews all building, electric, plumbing and gas and other relevant permit applications, special permits, and their proposed use for compliance with life safety, structural, light, ventilation, and all other local and state regulations. Reviews project plans for conformance to 780 CMR and zoning codes.
- Conducts Life Safety for all residential and commercial buildings.



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- Responds to inquiries from property owners, banks, real estate firms, and the public to explain and interpret regulations and ordinance provisions; explains procedures and assists with completion of forms and applications; discusses construction methods and materials with builders, architects, engineers, and developers to ensure compliance with applicable codes and regulations.
- Maintains posted office hours adequate to serve the needs of the public.
- Performs administrative functions; issues building permits; coordinates inspections and appointments; responds to telephone and written requests for information.
- Maintains a daily log of inspections, applications issued, permits granted, approvals, and fees collected; provides monthly activity reports to the Town Administrator; attends meetings and hearings.
- Collects signs not allowed or permitted on Town property.
- Prepares annual departmental budget request, monitors spending.
- Performs other related job duties as required.

## **EDUCATION & EXPERIENCE:**

- Bachelor's degree in building construction, design, or related field
- 3 to 5 years of related experience
- Valid Class D Motor Vehicle Operator's License
- Mass State Building Commissioner Certification (Required)
- MA Construction Supervisors License (unrestricted) (Required)

## *Beneficial*

- Municipal experience preferred

**KNOWLEDGE, SKILLS & LICENSES:** [See job description](#)

**PHYSICAL REQUIREMENT:** [See job description](#)

**WORK ENVIRONMENT:** [See job description](#)

**ADDRESS ALL COVER LETTERS AND RESUMES TO**  
Human Resources Department  
City of Medford – Room 204  
85 George P. Hassett Drive  
Medford, MA 02155

**Or send cover letter and resume with the job title in the subject line to**  
**[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting and job description, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

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