

JOB TITLE: Deputy Building Commissioner
DEPARTMENT: Building Inspection

GRADE: P-7
DATE: November 2018

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Provide administrative, supervisory, inspectional and technical work of a highly responsible nature related to the interpretation and enforcement of Massachusetts State Building Code, Massachusetts General Laws, Code of Massachusetts Regulations, Architectural Access Board, Specialized Codes and Reference Standards as well as the Walpole Zoning By-laws or any related work as required. Assist with the direction of the building department's operation and assume responsibility and direct activities of the department in the absence of the Building Commissioner.

SUPERVISION:

Work under the general direction of the Building Commissioner; working from municipal policies and objectives; individual established short-range plans and objectives, own performance standards and assumes accountability for department results. Consult with supervisor only where clarification, interpretation, or exception to municipal policy may be required. Represent the department in the absence of the Building Commissioner and assist with the communication (both written and verbal) with all customers including, but not limited to other town departments, other local governments, state and federal agencies with the interpretation and compliance with the Building Code, Zoning and General By-laws. The employee is expected to resolve conflicts, which arise and coordinate with others as necessary.

DISTINGUISHING CHARACTERISTICS:

1. Perform complex work governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and problems.
2. Perform varied and responsible duties requiring frequent interaction with town officials, numerous departments, design, construction and legal professionals, state agencies and agents, members of the building community, the general public and their agents; interaction requires both comprehensive technical knowledge and high level of tact to obtain or to furnish information, to explain regulations, standards, etc., to achieve assistance, support, acceptance and/or enforcement.
3. Has access to department related confidential information.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to

1. Assist the Building Commissioner in administrative matters including oversight and preparation of the department's annual operating and capital budgets, customer service and the supervision of the administrative support positions for the department.
2. Review all plans and specifications for construction, reconstruction, alteration, repair, addition, and demolition projects with the town to ascertain that the proposed work complies with State and Town By-laws and regulations relating to building, zoning, signs, architectural access and with other town departments regarding town related projects.
3. Perform field inspections to verify that all work is being performed in accordance with the approved plans and all applicable codes, regulations and laws.

4. Interpret and enforce the State Building Code, applicable Town By-laws, Zoning By-laws, Department of Environmental Protection Regulations, Flood Plain Regulations, requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board and the Rules and Regulations of the Architectural Access Board in the absence of the Building Commissioner.
5. Act on any questions relative to the mode or manner of construction and materials to be used in the construction, alteration, repair, demolition, removal, and maintenance of all buildings and structures within the Town.
6. Issue necessary notices or orders to correct illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate egress facilities in new construction and existing buildings and structures, and to insure compliance with all code requirements for the safety, health and general welfare of the public.
7. Issue building permits, maintain all required associated and/or directed reports, logs and inspections records, maintaining completeness of all files and reports; oversee collection of fees for inspections.
8. Assist in the investigation of complaints pertaining to the construction and use or occupancy of all buildings and complaints of alleged zoning violations; takes appropriate enforcement action including issuance of all necessary notices, orders and/or filings when complaints are verified; prepare documents and all evidence to be used at District and Superior Courts; may appear as witness at hearings, sessions, etc.
9. Respond to inquiries from property owners, banks, attorneys, real estate firms, surveyors, architects, engineers, town officials and the general public; explains building code regulations and by-law provisions.
10. Assist in the supervision and in the coordination of all inspection services pertaining to construction or alteration of buildings in the town; assists staff in answering questions and responds to inquiries referred by staff; i.e. difficult, problematic and/or unusual issues.
11. Maintain up-to-date knowledge and education relative to building codes, local by-laws, enforcement regulations, etc.

DESIRABLE QUALIFICATIONS:

Education and Experience: Broad knowledge of building construction equivalent to two years of college with at least 5 to 7 years experience in the supervision of building construction or design or any equivalent education and experience.

Knowledge, Abilities and Skills: General 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 any building or structure; general knowledge of American's with Disabilities Act (ADA) and its application; general knowledge and application of guidelines of Architectural Access Board and the Massachusetts Office of Disabilities.

SPECIAL REQUIREMENTS:

Must possess certification as a Building Commissioner or must possess a Local Inspector certification and be able to attain the Building Commissioner certification within eighteen (18) months from date of hire.

Possession of a valid state drivers license issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Personal computers, scanners and permitting software; motor vehicle (light truck); calculator; telephone; portable radio; various hand tools and electrical testing equipment.

PHYSICAL DEMANDS

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 essential functions.

Moderate physical effort is required to perform inspection/enforcement elements of position.

Work is performed in office, inside and outdoor environments, with frequent visits to construction/renovation sites.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; talk and hear. The employee is required to sit, climb, balance, bend, stoop, kneel, crouch, and/or crawl. he employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision (up to 20 feet or more clearly), color vision, peripheral vision, depth perception, the ability to adjust focus, and to judge distance and spatial relationships.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both typical office conditions and outdoors under all weather conditions and every condition along the continuum. Occassional to frequent exposure to hazards associated with construction sites and potential for accidents., occasionally working near moving mechanical parts, in high, precarious places and exposed to wet and/or humid conditions or airborne particles with some risk of electric shock.

The noise level in the work environment is usually quiet in the office, and moderate to extremely loud in the field with multiple activities ongoing and the associated noise.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

New: November 2018