



# Town of Wenham

Administrator's Office  
138 Main Street  
Wenham, MA 01984

Peter Lombardi, Town Administrator  
TEL 978-468-5520 x. 2      FAX 978-468-8014

## JOB POSTING

**POSITION POSTING:**      **Building Commissioner**

### APPLICATION PROCESS:

All interested applicants are required to submit a resume, letter of interest, and three professional references to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to [nroebeck@wenhamma.gov](mailto:nroebeck@wenhamma.gov) or mailed/hand delivered to:

**Wenham Town Hall  
Town Administrator's Office  
138 Main St  
Wenham, MA 01984**

**Submittal Deadline:** Monday, June 18, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at [www.wenhamma.gov](http://www.wenhamma.gov) or by calling 978-468-5520 x2.

### BUILDING COMMISSIONER

**Status:** Permanent / Full-time (40 Hrs./Wk.)  
**Department:** Permitting  
**Compensation:** Starting rate from \$26.28 to \$32.84/ Hr.  
**Requirements:** Bachelor's degree in a field related to building construction or design, or master craftsman level of trade knowledge; ten (10) years of supervision of building construction or design experience; or an equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Prior municipal inspectional experience preferred. Must possess and maintain State Construction Supervisor's License and State Certification as a Building Official and as a Building Commissioner, or ability to obtain State Certification as Commissioner within two years as required by G.L. c. 143, §3.

**Job Description:** Position is responsible for the interpretation and enforcement of all building and related codes including electrical, plumbing and gas, zoning bylaws, and other applicable laws, regulations, codes and bylaws; and serves as the Zoning Enforcement Officer for Wenham and Hamilton under new regional inspectional service program.

**Permitting Department  
Building Commissioner/Zoning Enforcement Officer**

**DEFINITION**

Position is responsible for the interpretation and enforcement of all building and related codes including electrical, plumbing and gas, zoning bylaws, and other applicable laws, regulations, codes and bylaws; and serves as the Zoning Enforcement Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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.*

- Acts on any question relative to the mode or manner of, and materials used in, the construction, reconstruction, alteration, repair, demolition, removal, and installation, and the location, use, occupancy and maintenance of, all buildings and structures.
- Receives, reviews and analyzes applications, plans, specifications, and associated documents for technical accuracy, completeness, and compliance with the law and regulations; recommends filing and permit fee structures and ensures filing and permit fees are calculated correctly; coordinates timely review of applications by other relevant boards and departments.
- Issues permits for building, construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures, inspection certificates and violation notices; inspects premises for which permits have been issued and ensures ongoing construction and activity is in compliance with all applicable laws, codes and regulations within a building commissioner/zoning enforcement officer's jurisdiction; and reports permit activity to Board of Assessors for real estate revaluation purposes and to the permitting administrative support and supervisors in each community to assist with data tracking.
- Conducts annual inspections of places of assembly, churches, restaurants, day care centers, hotels, lodging houses, schools, nursing homes, camps, etc.; inspects other buildings as required to ensure compliance with applicable laws, codes and regulations.
- Acts as the Zoning Enforcement Officer.
- Responsible for interpreting and enforcing all of the provisions of the Massachusetts State Building Code, Massachusetts Architectural Access Board rules and regulations, the Town zoning bylaws, and any other statutes, rules, regulations, and bylaws that empower the building commissioner/zoning enforcement officer. Enforces the requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board.

- Coordinates inspection and enforcement work with the Police Department, Fire Department, Department of Public Works, Water Department, Planning Department, Conservation Commission, and the Board of Health. Responds to emergency situations, at request of Fire and/or Police Departments, to evaluate structural conditions.
- Participates in planning and permitting meetings with other town officials and departments such as pre-construction or project planning meetings. Provides specific office hours in both communities and posts those hours on both town websites.
- Investigates and responds to complaints and allegations of code and bylaw violations; works with interested parties to achieve required compliance; issues enforcement orders for violations; initiates, pursues and participates in enforcement actions and court appeals in consultation with the Permitting Coordinator and Director of Planning and Inspectional Services, and when necessary, Town Administrator/Manager; compiles information and evidence for presentation in court; confers with Town Counsel as required; testifies in court and at board hearings related to the actions and enforcement taken by the department.
- Assists the public, the Zoning Board of Appeals, and other officials, boards, committees and commissions in the interpretation of the State Building Code, the State Zoning Act, the Town's zoning bylaws and other pertinent laws, rules, regulations and bylaws; reviews site plan, special permit and variance applications; serves as a member of town committees as assigned. May be required to attend meetings of the Selectmen, Zoning Board of Appeals, Planning Board and other related meetings to respond to inquiries and provide technical assistance.
- Prepares required reports, including inspection reports and correspondence; assists in maintaining department files and information.
- Maintains up-to-date knowledge and education relative to applicable statutes, codes, regulations, and bylaws; proposes amendments to Town's bylaws for consideration by Zoning Board of Appeals and/or Planning Board and/or Board of Selectmen.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Consults with the Historic District Commission on projects in the Commission's jurisdiction.
- Performs similar or related work as required or assigned.

## **SUPERVISION RECEIVED**

Appointed by the Board of Selectmen in each Town and supervised by the Lead Community's Permitting Coordinator, in consultation with the Director of Planning and Inspectional Services in the remaining community, in accordance with the Intermunicipal Agreement that governs this shared position. The position exercises considerable independent judgment and initiative in the performance of highly responsible work of a complex and technical nature.

## **SUPERVISION EXERCISED**

Responsible for the supervision of building inspectors, plumbing and gas inspectors, electrical inspectors, and administrative/clerical employees in regards to reviewing work, providing performance feedback and assisting with the personnel function, including recommending the hiring, training, and disciplining of employees, as applicable.

## **ACCOUNTABILITY**

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or poor internal or external customer service.

## **JUDGMENT**

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline.

## **COMPLEXITY**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

## **CONFIDENTIALITY**

Employee has access to some confidential information in the performance of their duties.

## **EDUCATION AND EXPERIENCE**

Must have a Bachelor's degree in a field related to building construction or design, or master craftsman level of trade knowledge; ten (10) years of supervision of building construction or design experience; or an equivalent combination of education and experience which provides

the required knowledge, skills and abilities to perform the essential functions of the job, as required in Massachusetts General Laws c. 143, §3. Prior municipal inspectional experience preferred.

## **SPECIAL REQUIREMENTS**

Possess and maintain State Certification as a Building Official and as a Building Commissioner or ability to obtain State Certification as Commissioner within two years as required by G.L. c. 143, §3; State Construction Supervisor's License; and a valid Class D Massachusetts driver's license issued by the Registry of Motor Vehicles.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Thorough knowledge of all federal, state, and local laws, bylaws, rules, regulations and policies pertaining to matters under the Building Inspector/Zoning Enforcement Officer's jurisdiction, including the Zoning Act, the Massachusetts Building Code, and the requirements of G.L. c. 22, §13A (Architectural Access Board) and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards. Knowledge of: the quality and strength of building materials; the accepted requirements for building construction, fire prevention, light, ventilation, safe exits; and other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure, as required, as per G.L. c. 143, §3. Working knowledge of the Massachusetts Public Records Law and State Ethics Law. Working knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation.

Ability: Ability to establish and maintain cooperative relationships with Town officials, employees and staff, governmental representatives, project applicants, engineers and other members of the building community, and/or the public. Ability to enforce and interpret laws, codes, regulations and bylaws firmly, tactfully, and impartially. Ability to interpret technical data, read engineering maps, blueprints, drawings and plans, critically analyze information. Ability to analyze problems and formulate recommendations. Ability to work in high pressure situations, as necessary. Good organizational and analytical skills; detail oriented, takes initiative, and able to work independently. Ability to exercise independent judgment on a variety of complex, highly responsible, routine and non-routine work. Ability to handle multiple tasks and projects, prioritize effectively, and meet deadlines.

Skills: Skilled in effective communication, both written and verbal, in order to professionally articulate opinions, rationale and recommendations in judicious, knowledgeable and confident manner. Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel) and permitting software. Proficiency in the operation of standard office equipment including computers, tablets and smartphones, and inspection tools, at efficient speed.

## **WORK ENVIRONMENT**

This position splits its duties between an office-based job and field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying conditions and in all types of weather with exposure to associated occupational risks (including dust, loud noise, fumes and chemicals, moving machinery), and requires travel. Moderate physical effort is required, including walking, standing, sitting, talking, hearing, reaching, using fingers and hands, bending, climbing, stooping, kneeling, crouching or crawling; must be able to access all areas of inspection sites, which frequently includes hard-to-reach areas or areas of limited space. Physical ability to access other vehicles, buildings, or obstacles as may be needed during an incident is also required. At times, may be required to lift or move objects greater than fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

May be contacted at any time and is required to work outside of regular business hours in cases of emergency and as duties require. May be required to attend night meetings as needed.

Must interact and communicate frequently with the public, government officials, other staff members and boards, project applicants, contractors, engineers, and/or third parties transacting business with the Town.

Regular workplace attendance and punctuality are required.

Has access to department-related confidential information, including confidential and sensitive issues while assisting local law enforcement.

Errors in judgment and administrative decisions could result in lower standards of service, have legal repercussions, and result in inadequate project and operational funding.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to retrieve materials.

**Motor Skills**

Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, high and low voltage meter reading equipment, moving objects or operating a motor vehicle.

**Visual Skills**

Position requires routine reading of documents, measuring instrumentation, computer screens, and reports for understanding. The employee is required on a regular basis to determine differences in colors.