

Position Purpose:

Performs responsible and complex administrative, supervisory, inspectional, and technical work related to the enforcement and interpretation work in managing the Building Department. Performs all other related work as required.

Essential 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.)

- Enforces all of the provisions of the Massachusetts State Building Code, regulations of Massachusetts Architectural Access Board, Sterling Zoning Bylaws and any other state statutes, rules and regulations, or bylaws that empower the Building Commissioner.
- Manages the operations of the Building Department, which includes building, electrical, plumbing, gas, and zoning enforcement. Reviews all incoming and outgoing correspondence, maintains records, collects fees, and prepares Department annual budget. Verifies monthly balances; prepares payroll and certifies time.
- Reviews zoning and building requests; reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws and other applicable regulations.
- Inspects new buildings and alterations to buildings under construction and upon completion for conformity with structural requirements, approved plans, and zoning restrictions. Issues certificates of occupancy.
- Enforces all state statutes, rules and regulations, ordinances or bylaws that empower the Building Commissioner.
- Receives all applications, examines, and approves plans and specifications and issues permits.
- Inspects premises for which permits have been issued and enforces code and bylaw compliance.
- Issues certificates of occupancy and annually inspects buildings and structures for public assembly
- Responds to assist with first responders, such as at fires or any structure damage.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High school graduation with advanced technical training; five to ten years of experience in the supervision of building construction or design; or any equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License with good driving record. MA Certification as an Inspector of Buildings and Building Commissioner. Unrestricted Construction Supervisor's License.

Knowledge, Ability and Skill:

Knowledge: Thorough broad knowledge of all aspects of construction, zoning, financial budgets, and facility maintenance. Thorough knowledge of the materials and methods of building construction and of state building, mechanical and energy codes, local zoning bylaws and other applicable state statutes, rules, and regulations. Knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits, and requirements pertaining to accessible design standards. Knowledge of equipment and materials essential for safety, comfort, and convenience of occupants of a building structure.

Ability: Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to deal appropriately with the general public and members of the building community. Ability to understand court procedures as related to building and zoning issues.

Skill: Proficient computer skills, utilizing Microsoft Office and online permitting software. Effective interpersonal, communication and mechanical skills.

Physical Requirements:

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

While performing the duties of this job, moderate physical effort is required when performing inspections. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment. Incumbent must be able to access all areas and levels of a construction site. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible functions of a technical nature requiring considerable independent judgment in the application, interpretation and enforcement of building codes, zoning bylaws and other applicable regulations.

Supervision Received: Works under the administrative direction of the Board of Selectmen and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws. Employee generally establishes own work plan and priorities, using established procedures to complete work in accordance with established policies and standards.

Supervision Given: Supervises three employees.

Job Environment:

- Administrative work is performed under typical office conditions; frequent inspection work is performed in the field with some exposure to variable weather conditions and hazards associated with construction sites.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, and an automobile.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the public, lawyers, engineers, contractors, state inspectors, building commissioners and homeowners, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information.
- Errors could result in personal injury to others, delay or loss of service, damage to buildings or equipment, monetary loss, or legal repercussions.

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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer