



CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY,
MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

KAREN MEAGHER
Benefits Manager

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Human Resources Aide

EMPLOYMENT OPPORTUNITY
Dept. of Community Development & Planning

TITLE: Building Commissioner
SALARY: High \$70,000's; starting rate depending on qualifications
LOCATION: 24 Lowell St.

Summary:

At the direction of the Mayor and in conjunction with the Director of Community Development & Planning, the Building Commissioner is responsible for all administrative, supervisory and technical work related to the enforcement and interpretation of the MA State Building Code, the City's Zoning Ordinance and all other applicable regulations and standards. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Supervisory Responsibilities: Directly supervise the Assistant Building Inspectors, Plumbing & Gas Inspector, Wiring Inspector, Sealer of Weights and Measures and administrative staff. Carry out supervisory responsibilities in accordance with the City's policies and applicable laws.

Essential Duties and Responsibilities:

- Plan, direct, coordinate and administer the activities of the Inspectional Services Department.
- Administer the MA Building Code, Architectural Access Board Code and relevant laws and reference standards, in order to provide for public safety and accessibility in the built environment.
- Examine plans and specifications of proposed building construction, reconstruction, alterations, repairs and additions for compliance with city zoning and state laws pertaining to building construction.
- Perform field inspections on permits issued to verify that work is being performed in accordance with approved plans; establish and maintain a system of scheduled and completed inspections utilizing the existing ViewPermit software program.
- Provide general information and answer technical questions pertaining to codes, regulations and ordinances; investigate complaints of violations, unsafe or unsanitary conditions; collect fees and issue all permits.
- Assist with design and construction of all public building projects.
- Issue all necessary notices and orders to correct illegal or unsafe conditions, negotiates resolutions of non-compliance and reinspection, institutes court action and testifies in court as necessary in conjunction with the City Solicitor.

- Serve as the City's Zoning Enforcement Officer.
- Represent the Department at monthly Zoning Board of Appeals meetings.
- May be required to work beyond normal business hours to attend evening meetings and/or in response to natural or man-made emergency incidents on 24/7, 365 day basis.
- Provide guidance to the public: explains and interprets building codes and construction methods to residents, contractors, architects and other professionals; answers questions pertaining to building and zoning issues; maintains positive public relations.
- Oversee the day-to-day operation of the department; monitor work flow; assign staff to projects, assist staff with their functions; provide guidance to the public.
- Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.
- Other duties may be assigned.

Qualifications:

Education, Training and Experience: High School degree and five (5) years of increasingly responsible building inspection and code enforcement experience; Associate's Degree in a field related to building construction or design preferred; or any equivalent combination of education and experience.

Special Requirements:

- Certification as a Building Commissioner, by the MA Board of Building Regulations and Standards.
- MA Construction Supervisor's license.
- International Code Council (Certified Building Official).
- Possession of a valid motor vehicle operator's license.

Knowledge/Ability/Skill:

- Superior knowledge of statues, ordinances, regulations, codes, policies and procedures relevant to the Department's operation.
- Superior level of knowledge of the equipment and materials essential for the safety, comfort and convenience of the occupants of a building or structure.
- Able to read and interpret blueprints, drawings and plans.
- Able to use and enforce use of computer applications such as the Microsoft Office Suite and applications used in all phases of inspectional work.
- Able to enforce regulations firmly, tactfully and impartially.
- Able to remain calm, concentrate and perform responsibilities in a competent manner at all times.
- Able to communicate effectively and efficiently verbally and in writing at all times.
- Able to establish and maintain effective working relationships with city and state officials, members of the building community and the general public.

Physical Demands:

Moderate to strenuous effort required periodically in the field. Frequently required to stoop, bend and reach. Must be able to access all areas of a construction site. May be required to traverse rough and uneven terrain in the performance of functions. Frequently required to spend several hours walking or standing. Work under field conditions with unavoidable exposure to bad weather and a variety of hazardous conditions such as dust, fumes, dangerous road conditions, etc. May occasionally lift and/or move objects weighing up to 50 pounds such as tools, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges; ability to distinguish colors.

POSTING DATE: April 21, 2015

Qualified candidates apply by Noon, **May 15, 2015** at the City of Peabody Human Resources, City Hall, rm 204, 24 Lowell St.; e-mail cathy.trombley@peabody-ma.gov; fax 978-538-5982. The City is an EOE