



Job Title	Assistant Building Commissioner
Department	Building Department
Employment Status	Full Time
FLSA Status	Exempt

Scope of Work

The Assistant Building Commissioner will provide administrative, supervisory and technical work connected with the interpretation, processing and enforcement of the Massachusetts Building Code and the Town of Needham Zoning and General By-Laws, and assist with the direction of the Building department's operation and assume direct activities of the department in the absence of the Building Commissioner.

Supervision

Received	Building Commissioner
Exercised	Building Department members and all temporary, seasonal employees and substitute employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- 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 and Town of Needham Zoning and General By-laws .
- Assists 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. Assists Building Commissioner with methods and materials for training team members in the areas of inspectional techniques, plan reviews, required documentation, zoning regulations and zoning enforcement and provide training and informational sessions for contractors regarding changes in the Building Code and/or Town Zoning and General By-laws. Develops informational materials for publications and posting in office, on the department's web page and other forms to assist homeowners, property owners, contractors and design professionals. The incumbent shall make him/herself available to assist/consult with homeowners, property owners, contractors and design professionals regarding matters pertaining to the Building Department.

- Review all plans and specifications for construction, reconstruction, alteration, repair, addition, and demolition projects within the town of Needham to ascertain that the proposed work complies with Massachusetts and Needham By-laws and regulations relating to building, zoning, signs, architectural access and with other Town departments regarding Town related projects.
- Perform field inspections to verify that all work is being performed in accordance with the approved plans and all applicable codes, regulations and laws.
- Interpret and enforce the Massachusetts State Building code 780 CMR and the applicable sections of M.G.L C40A, 111-139 and 148 NFPA 101 and the ICC Mechanical Code, the Town of Needham Zoning By-Laws in the absence of the Building Commissioner
- 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 of Needham.
- Issue all 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.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- At least 7 to 10 years of experience in the supervision of building construction or design

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• The accepted requirements for building construction, fire prevention, light, ventilation, accessibility and safe egress. • Building construction equivalent to two years of college, be familiar with Massachusetts Building Code and other relevant Codes, Town Zoning and General By-Laws
Ability to	• Function independently with the enforcement and interpretation of code regulations. • Performs complicated work. • Makes major decisions; referring complex matters to the Building Commissioner.
Skill in	• Interpreting building codes and zoning laws • Budgeting • Customer service • Supervising

Necessary Special Requirements

- Must be certified from the Commonwealth of Massachusetts Department of Public Safety as a Local Inspector at the time of hiring.
- Must attain Massachusetts State Certification as Building Commissioner within 12 months of appointment.
- A valid driver's license

Physical Demands

- Frequent periods spent in non-office environments.
- Regular periods spent outside, requiring exposure to weather conditions.
- Frequent periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical positions.
- May spend sustained periods at terminal or on telephone.
- Occasional exposure to chemical and biological hazards, requiring exercise of proper safety precautions.
- Light lifting and carrying of work materials, including files, surveying equipment and other testing devices.
- Subject to regular interpretations to handle emergency situations.
- Some travel by private car within Town and to neighboring towns.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer