

**Town of Natick
Job Description**

Position Title:	Building Commissioner	Grade Level:	4
Department	Community Development	FLSA Status	Exempt
Reports to:	Town Administrator		

Statement of Duties: Under the direction of the Town Administrator, performs administrative, supervisory, and inspection work related to the interpretation and enforcement of the state building code, local zoning ordinances, the By-Laws of the Town of Natick, and all other applicable rules and regulations as required. The candidate is required to do other related work as required by the town or state.

Supervision Required: The employee works under the Town Administrator.

Supervisory Responsibility: The employee is responsible for the supervision of local building inspectors, administrative staff, plumbing, gas/building, and electrical inspector.

Accountability: Errors and omissions in work could result in adverse public relations, monetary loss, missed deadlines, and legal repercussions.

Judgment: Work requires examining, analyzing and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: 60% of the job is inside and 40% is outside; resulting in exposure to varied conditions.

Nature and Purpose of Contacts: Position interacts with co-workers, the public and external contacts such as vendors, bankers, attorneys, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary

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courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

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.

- In charge of the Building Department budget. Oversees the expenditure of funds, signing time sheets' expense sheets, and reimbursement sheets as needed. Review budget with Administrative Assistant to confirm efficient use of the funds at hand. Address needs and or shortfalls accordingly.
- Oversee the activities of the administrative assistant, plumbing inspector, gas/building inspector, electrical inspector, and other part time employees as needed.
- Coordinate reviews of permit applications with other departments in a quick efficient manner.
- Review permits for compliance with codes and by-laws pertaining to the building department and issue such permits.
- Meet with other department heads to discuss the budget, and other issues that pertain to the town that may/will effect more than one department.
- Frequent contact with town departments, boards, and committees, property owners, general public, developers, builders, state officials. Position requires good perception and diplomacy in dealing with issues at hand. Assist in development of rules regulations and policies for the building department and assist in meetings with other departments to help formulate consistent rules for the town.
- Assist customers answering questions on the phone, at the counter, and in the field. Addresses issues and concerns with respect to the building code and zoning by-laws with customers. Direct contact with other town departments to help answer questions raised by customers and helping answer questions other departments may have about certain issues that may arise within the building department. Works with boards

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and committees as needed to answer their concerns.

- Assist in review of projects that come before the Permitting Office, and interpret building, zoning and any other codes as needed. Assist other inspectors in dealing with situations that may arise. Direct administrative staff as needed. Change policies of the department as needed to ensure state compliance and efficient operation of the department as a whole.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Minimum of 6 years experience in the construction trade or an associate's degree or a combination of experience and education that would qualify under the State Building Code as an Inspector of Buildings/Building Commissioner. Must have Construction Supervisor License and certification as a Building Commissioner, or able to acquire same within 18 months of hire.
- Contacts (boards & committees, vendors, general public, etc.):
 - Must have a working relationship with various boards, committees, architects, engineers, state and local officials as needed.
 - Direct contact with the general public to answer questions and concerns they may have.
 - Work with BBRS officials as needed to assist the department in addressing issues that arise that the department may need assistance with.

Knowledge, Abilities and Skill

Knowledge:

- Must have excellent knowledge of the state building code, architectural access board regulations.
- Overall knowledge of zoning, conservation, health rules & regulations and general construction to be able to relate possible issues to a specific project.

Abilities:

- Ability to network with other departments and maintain working relationships

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with various individuals.

Skill:

- The Building Commissioner must have excellent customer service skills.
- Must have the verbal and writing skills necessary to address the needs of the town.
- Must have computer skills with knowledge of Microsoft Office.

Physical and Mental 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 position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

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