



Job Description

Position: Building Commissioner
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Select Board
Description Updated On: September 17, 2021

Summary/Objective

The Building Commissioner is responsible for interpretation and enforcement of State Building Code as a recognized Public Safety Official, Town of Milford Zoning By-Law in accordance with MGL C.40A (The Zoning Act), Town of Milford By-Law as applicable, and 521 MR Architectural Access Board handicap regulations, and all similar or related duties.

Essential Functions

- Reviews zoning and building applications to include a thorough review of all files including Planning Board notices of action.
- Answers questions from the public and staff concerning land use laws and ordinances including verbal and written interpretations and administrative decisions provided to appropriate town board/committees concerning new development.
- Directly supervises full-time and part-time staff including a daily review of the inspection schedule, special instructions pertaining to construction projects, assists the staff with public relations, and administers disciplinary action when warranted.
- Performs special assignments for the Town Administrator and provides written comments for Select Board agenda items; attends meetings of the Select Board, Zoning and Planning departments.
- Prepares court documents relative to code enforcement (issuance of violations) and the compiling of the certified record of the Zoning Board relative to lawsuits filed against the Board in Superior Court, including assisting the town's attorney, responding to depositions, and testifying in court.
- Works with staff and attorneys representing the Town in the review, adoption, and implementation of new regulations and ordinances.
- Manages and prepares the department operating budget.
- Performs periodic inspections in accordance with state building codes.

Required Qualifications, Education, and Experience

College graduate with a Bachelor's degree in Engineering preferred, but not required and a minimum of five (5) years of prior work experience, preferably in municipal land use and construction regulatory functions, including direct supervisory experience; certification as a Massachusetts Building Commissioner (MA BBRS) required as well as a Motor Vehicle Class D Operator's License.

Preferred Qualifications, Education, and Experience

Construction Supervisor License preferred, but not required.

Knowledge, Skills & Abilities

- Considerable knowledge of land use regulations and building construction methods and principles; knowledge and familiarity with municipal government; knowledge of federal and state land use laws and building regulations.
- Good writing skills to prepare decisions and reports and good communication skills.

Physical and Mental Job Requirements

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them.
- Duties are largely mental rather than physical, but the job may require motor skills for activities such as moving objects, operating a computer and/or most other office equipment, typing and/or word processing, filing, sorting, working with hand tools and power tools, and operating a motor vehicle.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment and field environment. Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, grease, and adverse weather. Work may involve work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position; this may mean hours beyond 35 per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____