



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the Full Time position of:

Building Commissioner

Department of Land Use, Health and Development

Starting Salary Range \$84,346 - \$95,330
Excellent Benefits Package

The ***REQUIRED*** Town of Lexington application form and cover letter must be received in the Town's Human Resource Department by Friday, September 29, 2017.

GENERAL PURPOSE

Responsible for the interpretation, processing and enforcement of the State Building Code, Electrical Code, Plumbing Code, Gas Code, Zoning By-Laws, Historic District Regulations, State Sanitary Code, and Architectural Access Board Regulations.

SUPERVISION RECEIVED

Works under the general direction of the Assistant Town Manager of Land Use, Health and Development.

SUPERVISION EXERCISED

Supervises five (5) full-time-equivalent employees in such position titles as Plumbing/Gas Inspector, Electrical Inspector, Building Inspector, and Zoning Administrator. Supervisory activities include establishing work procedures and performance standards, providing performance feedback, conducting formal performance reviews, orientation of new employees, scheduling hours and granting time off, providing training and development, and assigning and reviewing work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, direct, evaluate and exercise general supervision over the Inspectional Services division to include the review of all construction plans and specifications, reconstruction, alterations, repairs, and additions; field inspections and enforcement actions; periodic inspections of places of assembly, churches, restaurants, day care centers, etc.; the certification and permitting function including application, fee assessment and collection, permit and certificate issuance, occupancy, etc.; and record keeping and report writing.
- Develop and monitor divisional operating budget.

- Establish division policy and enforce departmental rules, regulations, work methods and procedures.
- Acts as the Zoning Enforcement Officer.
- Interpret and enforces all applicable laws and codes for property owners, contractors, developers, architects, engineers.
- Issue all necessary notices and orders to correct illegal or unsafe conditions, negotiate resolutions of non-compliance and re-inspect, institute court action as necessary, and testify in court if required, consulting with Town Counsel as needed.
- Maintain current knowledge of applicable local and state regulations and codes. Review current trends and developments in the field of construction, and prepare revisions to codes, ordinances and local regulations.
- Acts as the primary contact for the implementation and changes for the View Permit software system.
- Resolve complex and sensitive customer service issues, either personally, by telephone or in writing. Maintain records and documents of customer service issues and resolutions.
- Prepare a variety of studies, reports and related information for decision-making purposes.

SECONDARY RESPONSIBILITIES

Seek legal interpretations from the Town Counsel; interpretation of technical code issues from the State Board of Building regulations.

Carry out regulatory responsibilities related to the Historical Commission, Historic Districts Commission, Neighborhood Conservation Districts, Disabilities Commission and other boards and committees.

QUALIFICATIONS

Experience and Training Guidelines

Bachelor's Degree in a field related to building construction and three to five (3-5) years of increasingly responsible building inspection and code enforcement experience, or any equivalent combination of education and experience.

Special Requirements:

Must be certified as a Building Commissioner within eighteen (18) months of employment.

Knowledge of:

Operations, services and activities of a comprehensive building and code enforcement program.

Current inspection and enforcement procedures.

Knowledge of Architectural Access Board (AAB) Rules and Regulations.

Principles and practices of program development and administration, municipal budget preparation and administration, supervision, training, performance evaluation, and record keeping.

Modern office procedures, methods, and computer equipment (including View Permit, word processing, spreadsheet, database and laserfiche software).

English usage, spelling, grammar and punctuation.

General mathematical principles.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Lead and direct the operations, services and activities of a comprehensive building and code enforcement program; select, supervise, train and evaluate staff; plan, organize, direct and coordinate the work of lower level employees; delegate authority and responsibility. Identify and respond to community and Board of Selectman issues, concerns and needs. Prepare clear and concise administrative and financial reports.

Interpret and apply federal, state and local policies, laws and regulations.

Coordinate effectively with fellow managers in Planning, Economic Development, Conservation, and Health offices of the Land Use Health & Development Department and with the Facilities Department.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *answering questions*
- *speaking in a clear and audible voice*
- *traveling to various work locations*
- *monitoring activities and operations*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *evaluating the effectiveness of programs and personnel*
- *prioritizing and assigning work activities*
- *analyzing and interpreting data and trends*
- *performing complex mathematical and statistical computations*
- *communicating clearly*
- *responding to questions*
- *estimating time and materials needed for projects*

Effectively handle a work environment and conditions which involve:

- *working closely with others*
- *field and office work*
- *working with the public.*

TOOLS AND EQUIPMENT USED

Personal computer, associated software (including word processing, spreadsheet, database and laserfiche applications) and general office equipment (e.g., telephone, copier, facsimile); non-motorized tools and equipment (e.g., ladder, scaffolding, tape measure); electronic tools (e.g., calculator, portable radio); Class D motorized vehicle (passenger car).

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

In performing the duties of this job, the employee is regularly required to talk, hear, sit, and apply significant manual dexterity and hand eye coordination. The employee occasionally carries and lifts up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is primarily performed in office settings. The employee occasionally works in outside weather conditions, near moving mechanical parts, and in confined, cramped quarters, and is occasionally exposed to fumes and chemicals, dust, or loud noise.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, email jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department, Town of Lexington
1625 Massachusetts Avenue, Lexington, MA 02420
(781) 698-4590