

City Of Chicopee
Building
Assistant Building Commissioner

Position Title: Assistant Building Commissioner
Department: Building
Employment Status Full-Time
Salary: \$28.45 Per Hour (Effective 7/1/21)
Certifications/Licenses: Certification by the Board of Building Regulations and Standards

SUMMARY

The **City of Chicopee's Building Department** is hiring an **Assistant Building Commissioner** to be responsible for enforcing the provisions of the MA State Building Code (780 CMR), the MA Architectural Access Board (521CMR), the MA State Sanitary Code, 105 CMR 410 and other codes adopted by the State, as well as the City of Chicopee Ordinances for the safety and protection of the general public.

ESSENTIAL DUTIES INCLUDE

- Receives applications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures and inspect the premises for which such permits have been issued.
- Performs the duties of the Building Commissioner in their absence.
- May attend meetings of the City Council or other city committees and departments concerning the operation of the Building Department.
- Confers as needed with regional and/or state agencies and various organizations to advance public safety and departmental mission.
- Will be responsible for approving requisitions, budget transfers, time and attendance entry, etc. in the absence of the Building Department.
- Respond to after-hour calls and inspections requests from Police Department, Fire Department and Building Commissioner.
- Other responsibilities as required.

QUALIFICATIONS

To be minimally qualified for this position, one must meet the following criteria:

- Five years experience in the supervision of building construction or design; or
- Two year Associates Degree in a field related to building construction and design
- Must be certified by the Board of Building Regulations and Standards

SCHEDULE & COMPENSATION

The City of Chicopee provides its employees (contingent upon employment status) with a robust benefits package which include: Medical, Dental, Vision, Sick-Time, Life Insurance, Holiday Pay, Personal Time, Vacation Time, Retirement Saving Plans, a Pension Plan, Employee Discounts, and more.

*This is a **Full-time, 35** hour work week position (with occasional overtime as needed and for emergency response)*

*This role is classified as **Grade A12**, with a minimum starting pay of **\$28.45 per hour** with opportunities for bonus pay, as well as periodic step and pay increases upon continuous completion of employment with the City of Chicopee.*

HOW TO APPLY

If this opportunity aligns with your skills, experience and employment goals, apply today by one of the following:

- Go to **chicopeema.gov/jobs** and apply online by selecting the job and **'Apply Now'**
- Select **'download application'** on the City's employment page and either email it or deliver it along with your resume to **resume@chicopeema.gov** or the ***Department of Human Resources***, located at **Chicopee City Hall, 274 Front Street, 1st Fl. Chicopee, MA. 01013.**

Questions?

Text, Call, or Email:

ChicopeeCAREERS

P: (413) 594-1512

C: (413) 523-2394

resume@chicopeema.gov

Follow us on social media:

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The City of Chicopee is an Equal Opportunity Employer.