



CITY OF EASTHAMPTON

Personnel Department

Easthampton Municipal Building

50 Payson Avenue

Easthampton, MA 01027-2266

Telephone: 413-529-1466

Fax: 413-529-1488

NOTICE OF POSITION VACANCY

BUILDING COMMISSIONER

SALARY: \$33.02-\$43.34/ Hr.

FULL-TIME: BENEFITTED

ISSUED: April 7, 2021

CLOSING: Until Filled

The City of Easthampton is seeking to fill the position of Building Commissioner who can lead our Building Department. This position is both administrative and technical, involving inspection work related to the enforcement and interpretation of the Massachusetts Building Code, local zoning ordinance, and other applicable codes relating to building construction and design.

ESSENTIAL FUNCTIONS

Functions listed are intended only as illustrations of the type of work that may be performed. Duties and functions may vary as needed.

- Enforces the Massachusetts Building Code, city zoning ordinances, flood plain regulations, and earth removal ordinance; as well as the requirements of special permits issued by the Zoning Board of Appeals or the Planning Board, along with other applicable statutes, rules, and regulations.
- Inspects buildings, alterations to buildings under construction, and upon completion to monitor compliance with the Massachusetts Building Code, local zoning ordinance, and other pertinent state and local regulations; inspects safety conditions of existing buildings.
- Reviews plans for building construction or alteration for compliance with state codes, access regulations, local zoning ordinances, and other applicable regulations.
- Serves as the city Zoning Enforcement Officer.
- Responds to inquiries from property owners, banks, real estate firms, and the public to explain and interpret regulations and ordinance provisions; explains procedures and assists with the completion of forms and applications; discusses construction methods and materials with builders, architects, engineers, and developers to ensure compliance with applicable codes and regulations.
- Maintains posted office hours adequate to serve the needs of the public.
- Performs administrative functions; issues building permits; coordinates inspections and appointments; respond to telephone and written requests for information.
- Maintains daily log of inspections, applications issued, permits granted, approvals, and fees collected; provides monthly activity reports to the Mayor; attends meetings and hearings.
- Prepares annual departmental budget request, monitors spending.

EDUCATION, EXPERIENCE, AND REQUIREMENTS:

Bachelor's degree in construction management, architecture, engineering, or related field, and 3 to 5 years of related experience; or any equivalent combination of education, training, and experience.

- Massachusetts Building Commissioner Certification
- Massachusetts Motor Vehicle Operators License

TO APPLY

Applicants who wish to be considered may submit their resume and application to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027 or email them to personnel@easthamptonma.gov. on or before the closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER