

Building Commissioner/Facilities Manager Job Posting – May 2021

The Town of Stow seeks highly motivated qualified applicants for the position of Building Commissioner/Facility Manager. This full-time, 37.5 hour, FLSA exempt position is responsible for department level management of the Building Department; including the enforcement of all construction and related codes, zoning enforcement, directing the activities of all subordinate personnel, performing the administrative work of the department, directing the issuance of permits and the collection of fees, preparing and issuing reports, maintaining files, and preparing and managing departmental budgets. Additionally, the position is responsible for overseeing the cleaning and maintenance of all Town buildings and public facilities.

Bachelor's Degree or equivalent in building construction or design or related field and five to seven years of relevant experience, or any equivalent combination of education and experience. Valid Massachusetts Driver's license required. Massachusetts Construction Supervisors License and State Building Commissioner Certification required.

The successful candidate must have the ability to effectively communicate orally and in writing with a wide variety of stakeholders including the public, Town employees and Board/Committee members.

Salary range is currently under review. Expected pay to be between \$86,000 and \$98,325 with salary commensurate with experience. Benefit eligible. Position open until filled with preference granted to resumes received by June 11, 2021. Send letter of interest and resume in .PDF format to the Town Administrator via townadministrator@stow-ma.gov. For the full job description, please visit our web-site at www.stow-ma.gov. AA/EOE.

**BUILDING DEPARTMENT
BUILDING COMMISSIONER/FACILITIES MANAGER**

DEFINITION

Position is responsible for department level management of the Building Department; including the enforcement of all construction and related codes, zoning enforcement, directing the activities of all subordinate personnel, performing the administrative work of the department, directing the issuance of permits and the collection of fees, preparing and issuing reports, maintaining files, and preparing and managing departmental budgets. Additionally, the position is responsible for overseeing the cleaning and maintenance of all Town buildings and public facilities.

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.

- Provides extensive customer service to members of the public, residents, contractors and those seeking assistance and guidance regarding permit process, building code questions, zoning requirements and file documents;
- Enforces all of the provisions of the Massachusetts State Building Code, Massachusetts Architectural Access Board, Zoning By-Laws, and any other state statutes, rules and regulations, ordinances or bylaws that empower the building commissioner;
- Acts on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, and removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures;
- Receives all applications, examines and approves plans and specifications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures;
- Attends Zoning Board of Appeals hearings to advise Board on matters relating to special permits, variance requests and other related issues;
- Inspects premises for which permits have been issued, including schools, restaurants, day cares, churches, golf courses and farm labor camps, and enforces code and bylaw compliance;
- Maintains Town buildings, provides oversight of the buildings, make repairs or schedules contractors for maintenance and repairs, responds to after-hours emergencies and or equipment failures.
- Regularly inspects permitted work, issues certificates of occupancy and annually inspects buildings and structures for public assembly;
- Investigates allegations of zoning and code violations. Orders compliance, initiates and pursues legal remedies when warranted;
- Plans, organizes, directs and assigns the activities of the building division staff;

- Participates in staff selection, training and evaluation in accordance with Town policies and procedures; recommends appropriate personnel actions and provides training, direction and counseling as required;
- Ensures the efficacy of project planning and development proposals; oversees all phases of the permitting process; ensures the timely submission of applications and submittal documents, projects schedules, follow-up visits and responses on the filing before the Planning and Zoning Appeals Boards;
- Develops and presents budgets for Department and building maintenance, monitors budget expenditures to ensure conformity with budget limitations, reviews and processes accounts receivables and payables for the Department;
- Develops and executes administrative policies and procedures for all assigned functions of the building department;
- Assigns, trains and evaluates all departmental administrative and inspection personnel.
- Acts as liaison with and coordinates department activities with other departments, agencies and commissions where required;
- Responsible for preparation of departmental budget and all administrative, regular, or special reports;
- Initiates legal action as necessary for violations of the Zoning By-Law and State Building Code;
- Assists public with questions regarding building codes, zoning questions or questions regarding construction projects;
- Supervises Building Department personnel;
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is

recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

NATURE AND PURPOSE OF CONTACTS

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Bachelor's Degree or equivalent in building construction or design or related field and five to seven years of relevant experience, or any equivalent combination of education and experience. Valid Massachusetts Driver's license required. Massachusetts Construction Supervisors License and State Building Commissioner Certification required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of building and construction practices, techniques, and equipment, and principles of egress, fire prevention, strength of materials, ventilation, solid fuel burning appliances and soils conditions; knowledge of the Massachusetts State Building Code and other applicable rules, local zoning bylaws, electric, gas, plumbing and sanitary codes, regulations and laws governing building construction practices, including those of the Massachusetts Architectural Barriers Board; Knowledge of MGL 40A, local zoning and subdivision control laws.

Ability: Ability to enforce code requirements and related regulations firmly, tactfully and impartially. Ability to deal appropriately with the general public and members of the building community. Ability to communicate effectively orally and in writing. Ability to understand court procedures as related to building and zoning issues. Ability to prepare and maintain a department budgets; ability to oversee the operations of a multi-service department. Ability to read and interpret plans, drawings and specifications. Ability to read and interpret code and other legal requirements, technical, materials, and construction specifications, plans, and zoning maps;

Skill: Management and supervisory skills with public relations skills. Organizational skills, computer skills.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. The employee may be required to work beyond normal business hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is performed in an office setting requiring sitting, standing, walking. When in the field, may require 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 (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills

The work may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.