

**BUILDING COMMISSIONER****SALARY:** \$73,452 - \$90,618 yearly**FULL-TIME UNION: BENEFITTED****ISSUED:** 6/30/2021**CLOSING:** Until Filled

The Town of Wellfleet 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, Town Zoning Bylaws; 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 Town of Wellfleet's 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; attends evening meetings and hearings.
- Prepares annual departmental budget request, monitors spending.

**EDUCATION, EXPERIENCE, AND REQUIREMENTS:**

According to MGL Chapter 143, Section 3, each Inspector of Buildings shall have had at least five (5) years of experience in the supervision of building construction or design or in the alternative a four (4) year undergraduate degree in a field related to building construction or design with one to three (1-3) years prior work experience as a Local Inspector of Buildings; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. As a condition of employment, must complete a CORI check.

- Preferred Massachusetts Building Commissioner Certification (Must obtain State Certification as an Inspector of Buildings/Building Commissioner within 12 months of appointment).
- Massachusetts Motor Vehicle Operators License

**TO APPLY**

Interested applicants may obtain a full job description and application form at the Town of Wellfleet website at [www.wellfleet-ma.gov](http://www.wellfleet-ma.gov). Applicants should submit a cover letter, resume, list of references and a completed town employment application form by emailing Human Resources at [humanresources@wellfleet-ma.gov](mailto:humanresources@wellfleet-ma.gov). Appointment of the successful candidate will be subject to records checks, verification of education, physical examination, including drug test and stress test, and reaching agreement on the terms of employment. This is a union position (WEA Unit A).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**