



***Town of Salisbury***  
***5 Beach Road***  
***Salisbury, Massachusetts 01952***

Assistant Town Manager  
Human Resources  
5 Beach Road  
Salisbury, MA 01952  
(978) 462-8232  
Extension 125

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## **BUILDING COMMISSIONER**

### **POSITION OVERVIEW**

**POSITION:** Building Commissioner

**DEPARTMENT:** Building Department

**HOURS OF WORK:** 38 Hours Weekly

**CLASSIFICATION:** Full-Time, Union

**COMPENSATION:** \$90,000-\$110,000, \$5,000 vehicle stipend, \$60 monthly cell phone stipend, \$500 annual clothing allowance, education bonus up to \$2,250 annually, generous benefits eligible

The Building Commissioner is responsible for administrative and supervisory functions of the Building Department as well as work relating to inspection services in the Town, including building, zoning, electrical, plumbing, gas, and the enforcement of state and local building codes. Manages a staff consisting of full-time administrative professionals and part-time inspectors while working with the Zoning Board of Appeals on a regular basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are illustrations of the type of work 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:

- Interprets and enforces building, zoning, electrical, gas and other codes for builders and residents
- Enforces the regulations and requirements of special permits and variances issued by Town boards
- Reviews building and zoning requests and plans for compliance with state codes
- Reviews and complies with site plans, local zoning bylaws, and applicable regulations
- Interprets and provides opinions regarding the Town's zoning bylaws
- Conducts annual inspections of places of public assembly
- Acts as the Zoning Enforcement Officer and Floodplain Administrator for the Town
- Interprets and enforces FEMA floodplain maps and regulations
- Manages the Community Rating System program for the Town
- Oversees and conducts inspections of new buildings and alterations/renovations to existing buildings
- Meets with engineers, architects, and others to review construction plans/conducts site plan reviews
- Issues Certificates of Occupancy upon review of new buildings or structure changes
- Acts on all questions relative to the mode or manner of construction and the materials to be used
- Handles questions on the location, use, occupancy, and maintenance of all buildings and structures
- Reviews incoming and outgoing correspondence and oversees the maintenance of department records
- Oversees the collection of building fees and the prompt turnover to the Treasurer's office
- Manages and prepares the departmental budget annually in consultation with the Town Manager
- Manages and approves departmental expenditures and payroll per Finance Department requirements
- Manages the Citizenserve permitting system and coordinates among several departments
- Works with other Department Heads to manage Town business and complete projects
- May be required to testify in court on behalf of the Town with regard to appeals and code compliance

### **REQUIRED SKILLS AND QUALITIES**

- Knowledge of materials and methods of building construction and materials
- Knowledge of state building codes
- Ability to enforce codes and bylaws firmly but in a professional manner
- Must be able to stay current with changes to state codes and bylaws
- Ability to manage expectations of contractors and the general public
- Ability to understand court procedures relating to building and zoning issues
- Ability to read and interpret plans, drawings, and blueprints
- Must be able to efficiently manage staff, schedules, and budgets
- Must have a commitment to friendly customer service
- Must be able to professionally explain building codes and assist visitors through permit applications

### **MINIMUM QUALIFICATIONS**

To be considered for this position, applicants must have at a minimum the following:

- Two years experience working with state building, gas, electrical, or plumbing codes
- Two years of management and customer service experience
- Experience working in construction or with building contractors
- Must have a basic understanding of budgeting
- Must have a valid driver's license and reliable mode of transportation
- Must be able to pass a background check

### **DESIRED QUALITIES AND QUALIFICATIONS**

Applicants will gain special consideration if they have the following qualities or qualifications:

- Degree from an accredited university in a related field (engineering, construction management, etc.)
- Past experience working as a building inspector for a municipality
- Experience working with municipal boards or commissions
- Massachusetts Building Commissioner certification
- Advanced knowledge in state building codes or FEMA flood regulations
- Experience or understanding of municipal budgeting processes

### **SUPERVISION**

Reports to the Town Manager or his/her designee.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work environment is similar to an office environment and includes varying levels of noise from visitors, telephones, office equipment, and computers. Must be able to use computers, telephones, and other office equipment as required. Must be able to perform this job through regular interruptions in workflow. Environment includes interacting with co-workers, other town employees, residents, contractors and interest groups. Work environment also includes the ability to traverse uneven terrain and the ability to work outside in all types of weather that is common to the New England Region. Must be comfortable visiting construction sites. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing and the ability to lift 20lbs is required.

Reasonable accommodations may be made to help individuals with disabilities to perform the essential functions.

### **APPLICATION INSTRUCTIONS**

Interested applicants are asked to send a cover letter, resume, and three references to [jobs@salisburyma.gov](mailto:jobs@salisburyma.gov), in PDF format, with "Salisbury Building Commissioner Position" as the subject line. Applicants will be notified in advance before references are called. Position open until filled.

\*The Town of Salisbury is an EEO/ADA Employer\*