



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

May 9, 2018

**JOB # 2018-016 – INTERNAL POSTING
ROOM 312
INFORMATION TECHNOLOGY**

**PLEASE POST
ANTICIPATED OPENING**

POSITION: **BUILDING COMMISSIONER/ZONING OFFICER
HEALTH AND INSPECTIONAL SERVICES DEPARTMENT**

HOURS OF WORK: **MONDAY – FRIDAY 8:00AM-4:00PM
(35 HOURS PER WEEK)**

SALARY: **\$80,000 PER YEAR
(ADMINISTRATIVE/PROFESSIONAL POSITION SALARY SCHEDULE)**

GENERAL STATEMENT OF DUTIES:

The Building Commissioner/Zoning Officer works under the general administrative supervision of the Health & Inspectional Services Director and in accordance with applicable provisions of the General Laws of Massachusetts, local charter and ordinances. Duties include examining building plans to ensure compliance with MA state building codes, AAB, zoning and other related laws, regulations and standards.

SUPERVISION SCOPE:

The Building Commissioner/Zoning Officer performs highly responsible work, requiring the exercise of considerable judgment in the management and operations of the Inspectional Services Department of the City of Haverhill.

SUPERVISION GIVEN:

The Building Commissioner/Zoning Officer is responsible for the direct supervision of the employees in the Inspectional Services Department (Local Building Inspectors, Compliance Inspectors, etc.)

JOB ENVIRONMENT:

The Building Commissioner/Zoning Officer's work is performed in typical office conditions and requires site visits to construction sites during all types of weather and conditions. The position is required to work outside of regular business hours in cases of emergency and as duties required. The Building Commissioner/Zoning Officer may be required to work on weekends and may be contacted at any time to respond to important situations and emergencies.

The Building Commissioner/Zoning Officer maintains contact with other organizations, particularly State agencies, other city departments, local elected officials, city boards and commissions and the general public.

Errors in administrative decisions could result in lower standards of service, have legal repercussions, and result in inadequate project and operational funding.

ESSENTIAL FUNCTIONS:

Enforces the provisions of the Massachusetts State Building Code, applicable City ordinances, Zoning ordinances, Department of Environmental Protection Regulations, requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board.



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Manages the operations of the Inspectional Services Department which include but is not limited to; building, electrical, plumbing/gas, zoning enforcement.

Examine and approve plans for new buildings and the repair, alterations and safety condition of existing buildings. Inspect egress facilities of buildings. Perform administrative duties, such as enforcement of laws, the investigation of violations and related duties. Maintain records and files of permits granted and inspections.

Annually inspects hotels, restaurants, places of assembly, day care centers, camps, schools, lodging houses, nursing homes, etc. for compliance with health and safety requirements.

Inspects buildings under construction and upon completion; meets and confers with developers, builders, and general public regarding construction matters.

Issues certificates of inspection, certificates of occupancy notices, notice of violations and stop work orders. Issues building permits, maintains all required, associated and/or directed reports, logs and inspection records, maintaining completeness of all files and reports; oversees collection of fees for inspections.

Prepares, presents, administers and monitors department budget.

Shall act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures, except as otherwise specifically provided for by statutory requirements or as provided for in 780 CMR 120.1.

The duties listed above are intended only as illustrations of the various types 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.

QUALIFICATIONS NEEDED:

Applicant shall have at least five (5) years of experience in the supervision of building construction or design or as an alternative, at least a four year undergraduate degree in a field related to building construction or design or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability. In addition, such persons shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits and the requirements of section thirteen A of chapter twenty-two and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Must possess certification as a Building Commissioner. Possession of a valid state driver's license issued by the Registry of Motor Vehicles.

Must also have strong written and oral communication skills. Will be required to communicate with citizens the results of written reports in the forms of inquiry, complaints, and violations.



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Excellent customer service skills. Principals and procedures of record keeping. Works independently in the absence of supervision. Maintain confidential records and reports. Operate and use modern office equipment including computer. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Subject to moderate amounts of walking, climbing, crawling, bending and lifting intermittently during working hours. Able to get in and out of vehicle and travel within the community on a regular basis. Frequently required to sit, stand, walk, use hands and talk or hear; required to kneel, handle objects and reach with hands and arms. Subject to frequent interruptions and may need to re-schedule activities. May occasionally lift and/or move up to 10 pounds and on occasion lift or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

Involved with city residents, personnel, customers, and government agencies under stressful conditions and circumstances. Must be in good health and demonstrate emotional stability to cope with the mental and emotional stress of the position. Subject to hostile and emotionally upset citizens, owners, and contractors.

Subject to walking through hazardous sites, climbing through unsafe buildings, smelling odors throughout the workday, as well as reactions from dust, and disinfectants.

Will be required to respond to emergency calls. Must be able to relate and work well with the ill, disabled, elderly, emotionally upset people in the community. Will be required to attend any and all meetings (which may occur after the normal business day) as needed.

While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

MAY 17, 2018

ADDRESS COVER LETTER/RESUME AND APPLICATION TO:

**Denise McClanahan, HR Director
City of Haverhill
4 Summer Street, Room #306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2018-016 WHEN APPLYING ONLINE.