

**CITY OF MARLBOROUGH**  
**BUILDING DEPARTMENT/INSPECTIONAL SERVICES**  
**ASSISTANT BUILDING COMMISSIONER**

**POSITION PURPOSE**

Under the Direction of the Building Commissioner this position assumes all the responsibilities of a “Local Inspector” enforcing the provisions of the Massachusetts State Building Code (780 CMR), the Massachusetts Architectural Access Board (521CMR), the Massachusetts State Sanitary Code, 105 CMR 410, other applicable codes adopted by the State, Chapter 40A as well as the City of Marlborough’s Zoning Regulations and Ordinances for the safety and protection of the general public. Works under the administrative direction of the Building Commissioner to assist with the day-to-day activities of the department.

**ESSENTIAL JOB 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.)*

- Enforce all of the provisions of 780 CMR, 521 and any other state and or local statutes, rules, regulations, ordinances or bylaws which empower a building official;
- Act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alterations, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all building and structures, except as otherwise specifically, provided for by statutory requirements or as provided for in 780 CMR;
- Receive and process applications, issue permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures and inspect the premises for which such permits have been issued and enforce compliance with the provisions of 780 CMR & 105 CMR 410 as applicable;
- Issue all necessary notices or orders to ensure compliance with 780 CMR, 105 CMR 410 and ordinances, bylaws and regulations that empower a Building Official;
- Shall coordinate enforcement & compliance with office staff, outside agencies and all municipal departments;
- Permit Granting Authorities or Boards and conduct such inspections as deemed necessary to ensure compliance with said regulations;
- Inspect and investigate and or appropriately assign in the absence or unavailability of the Building Commissioner all zoning issues and locally adopted codes or ordinances as dictated by office policy and procedures as established by the Building Commissioner and Department Staff.
- May attend meetings of the City Council or other city committees and departments as directed by the Building Commissioner concerning the operation of the Building Department and enforcement of all codes and regulations under his/her authority as Assistant Building Commissioner.
- Meets with staff and other municipal departments as needed to provide advice, assistance and direction on administrative issues, Processing Building Permit applications and construction projects.
- Confers as needed with the Mayor, City Council, Board of Health, Community Development, Fire & Law Departments, Planning Board or any other municipal department within the City.
- Confers as needed with regional and/or state agencies and various organizations to advance public safety and the departments’ mission of addressing Public Safety by way of enforcement of all related codes.
- Responds to after-hour calls and inspections requests from Police Department, Fire Department and Building Commissioner.
- At all times must wear proper attire and carry identification that immediately identifies him/her as a Building Official.

- In the absence of the Building Commissioner, the Assistant Commissioner shall continue to perform such duties and in doing so shall exercise all powers and assume all responsibilities of the Building Commissioner, including reporting to the Mayor.

### **SUPERVISION RECEIVED**

This position reports all activities directly to the Building Commissioner in accordance with applicable provisions of the Massachusetts State Building Code, General Laws and Local Ordinances. Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

### **SUPERVISION GIVEN**

Professionally coordinates enforcement with the Building Department staff and other appropriate Municipal Departments in the extended absence or unavailability of the Building Commissioner following established Departmental Policy & Procedures.

### **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 functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

### **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

### **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**

Employee has access to all departmental level sensitive and confidential information, including personnel records and bid proposals as well as other information pertaining to the construction of residential and building projects which may include legal and litigation files.

### **JOB ENVIRONMENT**

Work is performed under typical office conditions, with regular interruptions from the public and other city employees. In addition, the employee may be required to work outdoors under inclement weather conditions and may be exposed to toxic or caustic chemicals, fumes or airborne particles, explosives, radiation, and other hazards commonly found at construction sites. Employee must also be available to attend evening meetings after normal business hours. Employee is on call at all times, including nights, weekends and holidays and may be called upon to respond to after-hours emergencies such as fire, flooding, severe weather, including snow and ice removal, power outages and other situations as needed.

Errors could result in delay and confusion in the provision of service, personal injury, and damage to buildings/property, legal repercussions, monetary loss, and negative public relations for the city.

## **EDUCATIONAL EXPERIENCE**

**Prior to appointment, employee shall be certified as a Local Inspector** in accordance with the provisions of M.G.L. c.143: Section 3 and working in the capacity as a “Local Inspector” for at least two years prior to the appointment. Assistant Building Commissioner shall be in possession of Building Commissioner’s Certification or become certified as a Building Commissioner by the Board of Building Regulations and Standards under the provisions of 780 CMR R7: Rules and Regulations for the Certification of Building Commissioners, within eighteen (18) months of being appointed. Must have a valid Drivers’ License.

## **KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Through working knowledge of the Massachusetts State Building Code, local zoning bylaws, and other applicable state statutes and regulations. A complete understanding of the materials and methods of building construction. Knowledge of fire prevention, light, ventilation, egress, electrical, heating, refrigeration, and plumbing installations. Working knowledge of other equipment and materials essential for life safety, comfort and convenience of the occupants of a building or structure. Thorough understanding of field inspection practices.

**Ability:** Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective and harmonious working relationships with City officials, the public, and members of the building community. Ability to communicate effectively in written and verbal form. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to operate standard office equipment. Ability to effectively present information and respond to questions, write violation notices, reports and business correspondence.

**Skills:** Working knowledge of personal computers and Microsoft Office, basic filing skills, blueprint reading, customer service skills, appropriate math and writing skills. Shall possess management and conflict resolution skills while assisting staff and Inspectors as needed on a daily basis.

## **PHYSICAL, MOTOR AND VISUAL SKILLS**

**Physical Skills:** Inspecting construction projects that require close visual attention and concentration. Regularly required to access all levels of a construction site, buildings, and structures. The job may also require climbing ladders, fences and/or stairs and accessing areas in limited spaces. Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items. Occasionally lifts and/or moves objects weighing up to 30 pounds.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

**Visual Skills:** Visual demands require the employee to frequently read documents for general understanding and analytical purposes. The employee is required to determine color differences. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.