

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
488 Chapin St., Ludlow, MA 01056
(413) 583-5600, x1239
HR@ludlow.ma.us

**** EXTERNAL POSTING ****

Title:	Building Commissioner/ Zoning Enforcement Officer	Classification:	Exempt; Non-Union; Benefited
Department:	Building Department	Grade: GL-IV	Salary: \$64,548 - \$86,063; Eff. 7/1/22
Reports to:	Town Administrator	Effective Date:	May 18, 2022

GENERAL SUMMARY

The Building Commissioner is responsible for managing the day-to-day operations of the Building Department functions and staff with emphasis on facilitating communication between the public, the appropriate various board members and Town staff. Duties include reviewing construction permits; inspecting construction projects; enforcing all zoning rules and regulations; responding to fire and other emergencies; conducting annual inspections; performing liquor license inspections as well as meeting with various board members. The employee plays an essential role in upholding professional and reliable customer service standards. Being able to work with a diverse population as well as coworkers and other Town Departmental staff is essential.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Reviews plans for building construction or renovations for compliance with the Massachusetts State Building Codes, 780 CRM, MGL. C22, 13A and 521 CMR; reviews construction permits; reviews site plans to ensure compliance with the Town's zoning by-laws and all other applicable statutes, rules and regulations;
- Enforces the requirements of special permits issued by various boards;
- Manages the operations of the Building Department including all activities relating to building, electrical, plumbing, gas, and zoning enforcement; and building and sign permits; supervises, trains and evaluates staff;
- Performs inspections of buildings under construction and renovation; conducts periodic inspections relating to safety conditions of existing multiple-unit dwellings and places of assembly;
- Confers with developers, builders, property owners and the police regarding construction matters and the interpretation and enforcing of the zoning by-laws;
- Investigates zoning by-law complaints and takes appropriate action, such as issuing cease and desist orders; investigates all other complaints relating to building matters;
- Responds to life safety and emergency situations involving structural collapse, fire and weather-related emergencies conferring with the Fire Chief to ensure safety of buildings;
- Performs annual inspections of residential, commercial, industrial, and other buildings during and after construction to ensure all components meet provisions of building, grading, zoning and safety laws and approved plans, specifications and standards;
- Prepares documents for the appeals of Building Department decisions or orders and defends actions taken at meetings and/or court, if needed;
- Performs liquor license inspections;
- Meets with various board members relating to Town functions;
- Performs other related duties directed by supervisor and as necessary.

MINIMUM QUALIFICATIONS

High school diploma or GED with advanced technical training in building trades; five years of experience in the supervision of building construction or design; Bachelor's Degree in a related field preferred, or an equivalent combination of education and experience; Certified Building Commissioner required or able to obtain certification as a Licensed Building Inspector by the Massachusetts Board of Building Regulations and Standards (BBRS) in accordance with the provisions of 780 CMR 110-R, within the State-prescribed time period. Construction Supervisor's License-unrestricted (CSL) is required. A valid Massachusetts motor vehicle operator's license with good driving record. Required to complete 45 hours of continuing education during three-year cycle to

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maintain certification as a Building Code Enforcement Official. Applicant must also be able to pay attention to detail, maintain professional working relationships with other employees and the public, be a self-starter and possess strong interpersonal and communication skills. Regular and punctual attendance is a requirement of the position. Candidate must be able to work Monday – Friday; be on-call and available 24/7 and be able to attend various board meetings as needed.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** (available on Town website) by email to HRjobs@ludlow.ma.us. Applications will be accepted until position is filled. Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.