

CITY OF MELROSE, MA JOB DESCRIPTION

Please send resume and cover letter to Human Resources mtravers@cityofmelrose.org

Title: Director of Inspection Services, Building Commissioner, Zoning Compliance Officer	Classification/Grade: 19 Starting Salary: \$99,881.60-110,255.
Department: Department of Inspectional Services	FLSA Status: Exempt; 35 hrs/week
Reports to: The Mayor	Union Status: Non-Union
Effective Date: July 2022	Benefit Status: Yes

Summary

The ISD Director Manages department operations and staff, formulates Department policies procedures to uniformly administer and enforce Federal and State laws and City ordinances.

The Building Commissioner administers reviews, interprets, and enforces State codes and local ordinances relating to building, electrical, plumbing, handicap accessibility, gas, fire alarms, life safety, weights and measures. Serves as ADA coordinator.

Essential Functions

The essential functions or duties listed below 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.

- Manages department operations and staff. Creates environment of teamwork, and efficient productivity. Educates and enforces codes to provide public safety to residents, customers, and the city.
- Serves as ADA coordinator. Investigates complaints, and ensures compliance with the State's 521 CMR access codes. Reviews, interprets and enforces State Building Codes, and the State's Handicap Access codes.
- Serves as Building Commissioner. Provides public safety through effective code enforcement.
- Formulate procedures to uniformly administer and enforce Federal and State laws and city ordinances: interpret building codes and local ordinances.
- (payments are online now)
- Assists in hiring, training, and prioritizing work of inspectors.
- Reviews applications, building plans and specifications for reconstruction alteration, new buildings, repairs, additions and demolition within the city; performs field inspections on permits issued to verify that work is being performed in accordance with approved plans; establishes and maintains system of scheduled and completed inspections.
- Provides information and answers technical questions about codes, regulations and ordinances; investigates complaints of violations, unsafe or unsanitary conditions;
- Prepares weekly, monthly and quarterly city, state and federal reports; attends administrative and technical meetings.
- Maintains current knowledge of laws and regulations relating to inspections and enforcement.
- Provides guidance with public projects as needed.
- Writes a ISD annual report and issues to the Mayor

City of Melrose, MA

Director of Inspection Services/Building Commissioner/Zoning Compliance Officer & ADA Coordinator

CITY OF MELROSE, MA JOB DESCRIPTION

- Inspects annually each restaurants, day cares, , public schools, private schools, hospitals, place of assembly, Melrose Housing Authority property, elderly housing facilities, group homes, boarding houses, lodging homes, motels and multi-families. , .
- Posts FEMA Flood Zone maps, Zoning Maps, Zoning Applications and assists real estate appraisers and bank attorneys.
- Provides guidance to Public Works on road design for compliance with 521 CMR..
- Establishes the legal occupancy of school classrooms.
- Responds to Fire Department calls for emergency action and assists the Fire Chief and Fire Prevention Officer.
- Maintains relationship with the local business community, hospital, developers, planners, and external customers.
- Assists Melrose Police traffic division, neighborhood relations, and detective's bureau with complaints and court orders.
- Investigates criminal and civil housing complaints as directed by the District Court.
- Administers Order of Conditions or decisions imposed by the Conservation Committee, Planning Board and Zoning Board.
- Responds to emergencies of any type at any time. Directs emergency response team on evaluations and mediations.
- Assists with legal matters, or code violations; ensures issues are discussed with the Mayor and City Solicitor.
- Routinely writes Board of Appeal zoning determination letters.
- Assists Health, Fire, Public Works and Police with issues on code, regulations and law.
- Assists with land takings for tax delinquencies.
- Attends mandatory continuing education programs for maintaining all required licenses and certifications.
- Administers directives of the Zoning Board of Appeals, Planning Board, Historical Commission, Conservation Commission and Office of Planning and Community Development.
- Issues warrants for zoning violations, prepare legal documents for trial, prosecute violators in court hearings, and assist city solicitor with trials.
- Reviews, interpret and enforces State's Sheet Metal Regulations.
- Provides general education to departments, homeowners, contractors, and the public on building and zoning codes; permit processes; zoning board appeal process; and site-plan review.
- Manages, trains, evaluates, coaches, and disciplines staff.
- Provides guidance to architects, attorneys, contractors, developers, and homeowners. Consults with and assists City Hall staff, and other city employees. Advises homeowners, contractors, other city departments and staff.
- Attends administrative and technical meetings.
- Maintains current knowledge of laws and regulations relating to inspections and enforcement.
- Performs other duties as required.

Supervision

Supervision Scope: Performs complex and responsible functions requiring a considerable working knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under broad guidance of the Mayor following department rules, laws codes, ordinances, regulations and policies; duties require the ability to plan and perform operations and independently direct staff and complete tasks, establishing and adhering to time schedules.

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Supervision Given: Directs projects and staff for department: one, Assistant Director of Inspection Services; one, Inspector of Wires/Sealer of Weights and Measures; one, Inspector of Plumbing and Gas; and one, Local Building Inspector.

Recommended Minimum Qualifications

Education, Training and Experience

High school degree plus 3-5 years' experience as local Building inspector; 4 years as carpenter and 5-8 years of construction building trades experience are required or an equivalent combination of education, training and experience. Two-year degree in building trades is preferred.

Special Requirements:

Construction supervisor license

Mass. Certification as local Building Inspector

Ma State Certification as Building Commissioner

Advanced knowledge of Building, HVAC, Handicap Access, Fire and Zoning Codes

General Knowledge of electrical, OSHA, plumbing, gas, and health codes

Valid Driver's License

Knowledge: Proficient knowledge of construction industry, including electrical, plumbing, gas, engineering. Knowledge of legal aspects of Building code and Zoning ordinances. Knowledge of Mass General Laws, federal, state, and city laws, codes, ordinances, and regulations. Advanced knowledge of technical processes for constructing buildings. Proficient knowledge to read and interpret blue prints of building specifications. Proficient knowledge of budgeting, finance, and municipal law. Proficient knowledge to conduct technical research on construction products; and resolve staff's computer issues. Familiarity with city government.

Ability: Ability to review technical reporting and construction documents; ability to manage municipal budgets; and ability to learn software systems and applications. Ability to prepare official orders; ability to create documents for court actions; ability to obtain administrative search warrants; ability to interpret and apply building code regulations. Ability to interact appropriately and tactfully with the public; ability to maintain understanding of building codes, rules and regulations; ability to maintain detailed accurate records; ability to explain Department regulations, policies and procedures to the public; ability to work independently; ability to establish and meet detailed timetables. The ability to collaborate and appreciate other's viewpoints.

Skills: Skill to manage staff and departmental operations. Knowledge and skill to examine plans, specifications and design concepts. Excellent interpersonal skills, organizational and customer service skills. Demonstrated experience providing guidance to the Mayor, state officials, attorneys, engineers, architects, contractors, real estate agents, code consultants, homeowners, internal and external customers, including the public using tact, proper judgment, courtesy, respect and discretion. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Accomplished in demonstrating adaptability, and able to present and accept a diverse perspective.

Excellent written and verbal communication skills, excellent computer skills including MS Office Suite applications, Internet, MUNIS, and software systems and applications to support the department's operations.

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Job Environment

- Work is frequently performed in an office, in-doors and outdoors weather conditions, frequently working near moving mechanical parts, with risk of electrical shock; and occasionally in high, precarious places, with fumes or airborne particles, in non-weather-related extremes of heat and/or cold, and with moderate to loud noise levels. There may be heavy equipment and power tools operating during site inspections. Work is subject to fluctuations, and administrative deadlines. Employee is on call 24/7 and routinely works evenings and weekends.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- The employee has constant contact with the general public.
- The employee has access to department confidential information.
- Errors could result in personal and staff injury, delay of service, monetary loss, damages to buildings or equipment and legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate, talk and hear; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms; and is frequently required to stand, walk, sit, climb or balance, and taste or smell. The employee must occasionally lift and/or move objects weighing up to 30 pounds and seldom lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. Close, distant, color, peripheral vision and depth perception are necessary for safe operation of equipment. This position requires the ability to operate a keyboard at efficient speed and operate light trucks, effectively.

The City of Melrose, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply. No Residency Requirement.

In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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