



**Human Resources
Town Offices**
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**TOWN of AVON
JOB DESCRIPTION
BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER**

Department: Building/Zoning
Reports To: Town Administrator
Union: Non-Union
Location: Town Hall

Grade: 16
FSLA Status: Exempt
Updated: April 2024
Work Week: 35 hours

Position Purpose:

The primary function of this position is to provide professional, administrative, supervisory, technical, and inspection work in the enforcement of Federal, State and Town codes/bylaws, rules, and regulations relating to building inspection and code enforcement in accordance with 780 CMR (State building code), 40A (Zoning), and 40B (Regional planning), and Avon By-laws; performs all other related work as required.

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.)

- Reviews plans for building construction or alteration for compliance with the State Building Code. Administer all building submissions, shed, and yard sale applications, requests for zoning interpretations; Board of Appeals applications; plans and documents for building permit compliance with applicable laws, bylaws, and codes. Issue mechanical and sheet metal permit/inspection.
- Enforces all provisions of the State Building Code and any other applicable state and local statutes, Architectural Access Board rules and regulations.
- Approves, issues, or denies all permit applications within prescribed timelines.
- Performs inspections of buildings under construction and renovation; conducts periodic inspections relating to safety conditions of existing multiple unit dwellings and places of assembly.
- Performs administrative functions, assigns work, and instructs subordinates; reviews work accomplished by subordinates, and writes reports/responses to requests for information.
- Develops annual budget and capital plan. Make recommendations as to service needs, departmental staffing, and means to monitor/improve service delivery. Occasionally works with the Town Administrator to assist with internal construction projects.

- Attends continuing education classes as needed to maintain any/all necessary licenses and certifications.
- Performs all duties of the Zoning Enforcement Officer
- Communicates with residents, business owners, and other professionals regarding compliance with codes and bylaws.
- Provides analysis and perspective impact of permitted development to other Town departments.
- Prepares monthly analysis of department activities for the Select Board and Town Administrator.
- Develops and disseminates information to builders, contractors, engineers, and the public, for compliance with codes.
- Processes all Public information requests for building permit and zoning for property sales and transfers. Researches and prepares zoning compliance reviews for real estate transfers.
- Attends Planning Board meetings, Town Meeting(s), and advises the Board on zoning decisions and assist in the review of all site plans. Composes zoning bylaw amendments and revisions as needed.
- Audits and maintains a variety of department files and filing systems; prepares maintains, and updates various records; verifies and distributes information.
- Completes special projects and performs all similar or related work as required, directed or as situation dictates.
- Advises Board of Appeals, Select Board, Town Administrator, and Town Counsel regarding variances, special permits, and any other zoning and building issues.
- Compiles and composes Building Department information for the annual Town Report.
- Advises state officials regarding specifics of Avon zoning information.
- Compiles and composes legal briefs for the use by Town Counsel in preparation of court cases and other documents.
- Performs the duties of the Fence Viewer; settles disputes regarding boundary lines on shared property, and oversees construction of walls, fences, hedges, and other markers that divide them. Ensures fences must conform to municipal law in terms of height, placement, materials, and which owners are responsible for construction or demolition if the fence is unlawful.
- Prepares written testimony on legislation impacting building code issues for various committees and subcommittees of the legislature. Attend and testify at legislative hearings that may affect the building code or its enforcement.
- Monitors yearly inspection of certain buildings, enforces FEMA and National Flood Insurance rules and regulations, and meets with outside agencies regarding various town compliance with applicable requirements.

Recommended Minimum Qualifications:

Education, Training and Experience:

Must have seven to ten (7-10) years of progressively responsible experience in building construction; bachelor's degree in related field preferred with five (5) years municipal experience. Must possess Building Inspection Certificate and be a certified Inspector of

Buildings under MA General Law Chapter 143-3. Must have Department of Public Safety unrestricted Construction Supervisors License. Must have/maintain a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal building inspection and the applicable provisions of the Massachusetts General Laws; zoning bylaws, building codes, other applicable statutes, rules, and regulations, including plumbing, electrical, mechanical, and fire prevention. Well versed in the materials, means and methods, and equipment used in building construction. Strong working knowledge of software applications for report generation and data entry. Knowledge of MA fence viewing laws.

Ability: Ability to analyze and interpret building plans and to present findings clearly. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.

Skill: Must be well organized, excellent communication skills, have solid public relation abilities.

Physical Requirements:

The physical demands described here 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 frequently required to communicate, hear; walk and stand. Must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate hand tools and power tools used to perform tasks.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal inspections conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations, and plans at the department level.

Supervision Received: Works under the policy direction of the Select Board and under the administrative direction of the Town Administrator.

Supervision Given: Supervises all staff members of the Building Department to currently include 2 part-time employees, an alternate inspector, a wiring inspector, and a gas/plumbing inspector.

Job Environment:

- Work is generally performed partially in the office, with most work being performed outdoors. Employee is occasionally exposed to variable outdoor weather conditions and the hazards associated with construction sites including temperature extremes and loud noises.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Regularly operates a town vehicle.
- Makes frequent contacts with the public, town departments, other local officials, boards, vendors, contractors, and relevant state agencies. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
- Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as resident and business owner information.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in legal ramifications, damages to buildings or equipment and personal injury.

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