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TOWN OF MARBLEHEAD  
NOTICE OF JOB VACANCY

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6.14.23  
Date Posted

Application for this vacancy will be received  
for five working days only.

**Building Commissioner**

Position Title

**10**

Grade

**\$86,654-\$112,651 annually DOQ**

Salary

**Full Time**

Regular Working Hours

**Town Administrator**

Department Head

Responsibilities (Brief Job Description):

**See attached job description**

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Interested candidates are invited to submit a resume or application for employment to the  
Department Head listed above. Applications for employment are available at the Select Board's  
Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or  
mental disability, or national origin.

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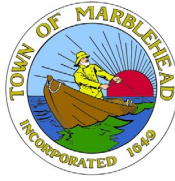
This memo posted by:

**Thatcher Kezer**

Name

**Town Administrator**

Title



M.C. Moses Grader, Chair  
Jackie Belf-Becker  
Erin M. Noonan  
James E. Nye  
Alexa J. Singer

Office of the  
**SELECT BOARD**  
ABBOT HALL  
188 Washington Street  
MARBLEHEAD, MASSACHUSETTS 01945

Thatcher W. Kezer III  
Town Administrator

June 14, 2023

## **Town of Marblehead Building Commissioner**

The Town of Marblehead seeks highly motivated qualified applicants for position of Building Commissioner. Position is full-time. Duties include examining building plans, assuring compliance with MA building codes, AAB, zoning and related laws, regulations, and standards. Requires Massachusetts certification as Building Commissioner/ability to achieve certification; knowledge of requirements for building construction, fire prevention, ventilation and safe egress; in-depth knowledge of 780 CMR; ability to interpret and enforce the Town's zoning bylaws; position also responsible for oversight and management of town's non-school buildings. Excellent communication skills. Salary range \$86,654 to \$112,651 annually, depending on qualifications.

**Preferred background:** must have 5 years' experience and be certified as an Inspector of Buildings/Building Commissioner by the Board of Building Regulations and Standards in accordance with MGL Chapter 143, section 3.

Send resume and cover letter to Town Administrator, Abbot Hall, 188 Washington Street, Marblehead, MA 01945; email [wileyk@marblehead.org](mailto:wileyk@marblehead.org) ; AA/EOE. Resume and cover letter due July 14, 2023. For the full job description visit [www.marblehead.org](http://www.marblehead.org)

# **TOWN OF MARBLEHEAD**

## POSITION DESCRIPTION

Title:	Building Commissioner	Number: MBL-109
Department:	Building Department	Date: 2/18

### **SUMMARY:**

Reporting to the Select Board through the Town Administrator, is accountable for the enforcement of all adopted State building codes, Town zoning by-laws and codes, sign by-laws, Old and Historic Districts Commission's Certificate of Appropriateness, Zoning Board of Appeals Special Permits, Planning Board site plan review special permits, and compliance with the Home Improvement Contractor program. Directs the maintenance and upkeep of 14 non-school public buildings, including the collection of building fees, completion of work invoices, and approval of payments to vendors. Prepares a yearly maintenance plan to repair all building systems and procures and administers funds appropriated for capital improvements.

### **DUTIES AND RESPONSIBILITIES:**

1. Directs the activities of the wire, plumbing and local inspectors and office staff to achieve Town-wide compliance of all State building codes, including, but not limited to: electrical, plumbing, gas, building, handicap accessibility, liquor license inspections, public access inspections, Certificates of Occupancy, and Certificates of Inspection.
2. Directs the activities associated with the collection of fees pursuant to issuing all State-required building certificates and building permits for all buildings and structures, including State-issued permits for plumbing, gas, electrical, signs, windows, mechanical, and sheet metal.
3. Keeps all department records associated with the application and issuance of certificates, permits, and plans, as well as documentation related to planning decisions, zoning decisions, conservation orders, and Certificates of Appropriateness, plus all department decisions, rulings, and determinations that become part of the Town's official records.
4. Required by the State to certify contractor documentation, including Construction Supervisor's License, proof of insurance, and registration as a Home Improvement Contractor.
5. Acts as final arbiter for all building code, zoning, planning, and Old and Historic Districts Commission's interpretations and provides conflict resolution pursuant to residents' complaints related to by-law violations. Attends relevant meetings and hearings held by the Zoning Board of Appeals, Planning Board, and Board of Building Regulations and Standards Appeals Board.
6. Manages department within established budgets; approves financial expenditures, recruits, hires and trains employees and keeps associated records.
7. Reviews all applications to the Zoning Board of Appeals, Planning Board, and Old and Historic Districts Commission and provides advice, makes determinations, and answers questions from the public as they relate to various building code and zoning matters.

8. Serves as the Town's Zoning Enforcement Officer and enforces all Old and Historic Districts Commission actions, Planning Board violations, and Zoning Board of Appeals violations. Writes enforcement letters and pursues resolution to any conflicts, including issuing fines and appearing in all court actions.
9. Communicates regularly with various Town departments regarding matters related to building, zoning, and planning.
10. Serves as Superintendent for the Town's 14 public buildings; supervises facilities' maintenance; provides janitorial services; keeps buildings and associated grounds in condition for daily use by assigned Town departments; provides emergency response to public buildings 24 hours a day.
11. Responsible for administering funds designated for capital improvements of all non-school public buildings and involved in contract document preparation, bid process, contractor selection, monitoring construction, and approving disbursement of funds.
12. Manages overtime scheduling and receives payment for 3 custodians working weeknights, weekends, and holidays, plus all private functions at Town-owned facilities.
13. Responsible for ensuring the opening and closing of the Mary Alley Municipal Building and Abbot Hall, including opening/locking all doors and turning on/off all lights so that personnel can enter and exit the building.
14. Responsible for ensuring that authorized personnel are provided with building keys and individual alarm codes. When personnel are no longer with the Town, ensures deactivation of alarm codes and retrieves keys.
15. Responsible for hiring and supervising 3-4 part-time docents for six months during the year; ensuring that Abbot Hall is opened during weekends and holidays, as well as closed and alarmed at the end of the day.
16. Performs other related duties of a similar nature and complexity as requested.

**PREFERRED BACKGROUND:**

Must have at least 5 years of experience and be certified as an Inspector of Buildings/Building Commissioner by the Board of Building Regulations and Standards in accordance with MA General Laws Chapter 143, section 3 and have strong communication skills.