

P # 1

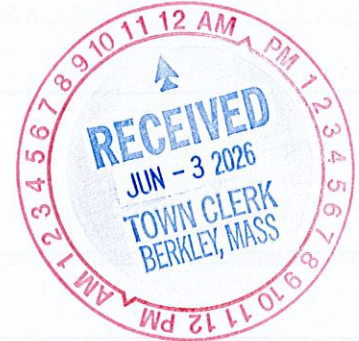


# TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF  
SELECTMEN

One North Main Street  
Office: 508-824-6794  
Fax: 508-822-4603  
E-mail: selectmen@berkleyma.us



## JOB POSTING

POSTING:  IN HOUSE  
 OUTSIDE ADVERTISEMENT

DEPARTMENT: Building

POSITION: Building Commissioner / Zoning Enforcement Officer  
 NEW  EXISTING

CLASSIFICATION:  REGULAR  SALARIED  PART TIME  CASUAL  ON CALL

HOURS: 32 Hours Weekly

JOB:  ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: \$65,000 - \$70,000

SUBMIT:  Application, Cover Letter & Resume to: [mchabot@berkleyma.gov](mailto:mchabot@berkleyma.gov)

CLOSING DATE: Unfilled

DEPT. HEAD SIG.:  05/27/2026  
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO:  PERSONNEL BOARD  FINCOM  UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

Town Clerk (certified copy)  Library

Highway Dept. Office (employee area)  Middle School

Community School  Public Safety Building lobby

\_\_\_\_\_  
SIGNATURE DATE 05/27/2026

# Town of Berkley

## Building Commissioner / Zoning Enforcement Officer

### Job Description

**Position Title:** Building Commissioner / Zoning Enforcement Officer

**Department:** Building Department

**Appointing Authority:** Board of Selectmen

**Status:** Full Time

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#### General Purpose

Performs technical inspection, code enforcement, zoning enforcement, and administrative work related to building construction, renovation, repair, occupancy, and land use within the Town to ensure compliance with the Massachusetts State Building Code, zoning regulations, state law, and local bylaws. Assists the Town in evaluating the condition of municipal facilities, identifying building maintenance and capital improvement priorities, and providing technical recommendations related to municipal capital planning and facility safety.

Enforces the provisions of the State Building Code, zoning bylaws, and any other applicable statutes, rules, regulations, ordinances and/or bylaws. Inspects buildings and structures under construction and existing buildings and structures, including municipal facilities. Examines and/or approves plans and specifications for new buildings and structures and for repairs and alterations of existing buildings and structures. Maintains records of permits granted, inspections made, enforcement actions taken, and related documentation.

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#### Essential Duties and Responsibilities

- Reviews applications for building permits and related submissions.
- Conducts inspections of residential, commercial, industrial, and municipal construction projects.
- Enforces the requirements of the current Massachusetts State Building Code, zoning bylaws, and applicable state statutes.
- To initiate court action if necessary for enforcement and to appear in court as a witness when required.
- Approves completed work or identifies deficiencies requiring correction.
- Issues inspection reports, certificates, correction notices, stop work orders, and related documentation.
- Coordinates with other inspectors, contractors, property owners, and municipal departments.

- Responds to requests for inspections in a timely manner based upon permit activity.
  - Maintains records of permits issued, inspections completed, and fees collected as required.
  - Advises municipal officials on building code and zoning matters when requested.
  - Participates in enforcement actions where unsafe or non-compliant work is identified.
  - Reviews construction plans and specifications for code compliance.
  - Assists with the enforcement of local zoning bylaws as applicable to building projects.
  - Enforces local zoning bylaws through inspections, investigations, notices of violation, and coordination with municipal boards and legal counsel as necessary.
  - Investigates complaints related to zoning, land use, unsafe structures, and unpermitted work and takes appropriate enforcement action.
  - Issues zoning enforcement orders, cease and desist notices, and related compliance documentation as authorized by law and local bylaws.
  - Conducts inspections of municipal buildings and facilities to identify maintenance concerns, code deficiencies, life safety issues, and capital improvement needs.
  - Provides technical assistance and recommendations to Town officials regarding facility conditions, building systems, code compliance, and prioritization of municipal capital projects.
  - Assists in the development and implementation of the Town's capital improvement planning process as it relates to municipal buildings, structures, and facilities.
  - Coordinates with department heads, contractors, engineers, and consultants regarding municipal building maintenance, renovations, and capital projects.
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## **Qualifications**

- Valid Massachusetts Building Inspector Certification as required by the Commonwealth.
- Thorough knowledge of Massachusetts State Building Code requirements, zoning regulations, and inspection practices.
- Ability to interpret construction plans, specifications, and code provisions.
- Ability to communicate effectively with contractors, residents, and municipal staff.
- Ability to maintain accurate records and perform inspections independently.
- Current and valid Massachusetts driver's license
- Experience with zoning enforcement, land use regulation, and interpretation of municipal bylaws strongly preferred
- Working knowledge of municipal government operations, public procurement, and capital improvement planning principles preferred.

**Education & Experience:** Minimum of a High school graduation with supplemental training in building construction, code enforcement, or related fields and five years of progressively responsible experience in building construction, inspection, or code enforcement; or any equivalent combination of education and experience. Must be certified by the Board of Building Regulations and Standards as required under MGL c.143 section 3 within 12 months of employment.

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## Physical Demands

Physical and Environmental Standards: Involves field visits; subject to outside weather conditions while conducting inspections; and occasional walking, standing and climbing.

This is both a site-based as well as an office-based job in a dynamic municipal building. While performing the duties of the Building Inspector, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town.

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## Schedule

This is a 32-hour per week position. The regular work schedule shall generally be:

- Monday: 8:00 AM – 4:00 PM
- Tuesday: 8:00 AM – 4:00 PM
- Wednesday: 10:30 AM – 6:30 PM
- Thursday: 8:00 AM – 4:00 PM

Schedule may be adjusted by the Town Administrator or appointing authority based upon operational needs, inspection demands, emergencies, or attendance at evening meetings and inspections.

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## Appointment

Position is appointed by the Board of Selectmen and serves subject to applicable Massachusetts General Laws and Town policy.

Approved By:	
Date Approved:	
Reviewed:	