

SOUTHBOROUGH, MA – Building Commissioner



Position Statement

Southborough, MA (10,450 pop.), is a suburban community located about 16 miles from downtown Worcester and about 28 miles from downtown Boston in Worcester County. Once part of Marlborough, MA, Southborough was separated as a town of its own in 1727. Like many neighboring towns, Southborough was primarily a farming community and has maintained its small town feel into the present day. The town incorporates the smaller villages of Cordaville, Fayville and Southville and values maintaining the community character. The town operates using an Open Town Meeting and a five-member elected [Select Board](#) form of government. The Massachusetts Turnpike, Route 495, Route 30, Route 85, and Route 9 all pass-through Southborough. The town covers a total of 15.7 square miles. The Sudbury Reservoir and surrounding DCR land comprises 24.6% of the town's land area. The Southborough [2023 Annual Town Report](#) is available online.

The Southborough Building Department is a multi-functional office responsible for the oversight of construction, demolition, alteration, repair, and occupancy of all residential, commercial, business, and industrial uses. The Building Department is responsible for enforcing codes and ordinances within the State Building Code, such as building, mechanical, energy conservation, electrical, gas, and plumbing. These codes and ordinances govern the construction, rehabilitation, and maintenance of residential and commercial buildings located within Southborough. Additionally, the department enforces all zoning decisions, special permits, and site plan approvals. Safety inspections are conducted regularly at places of assembly, restaurants, religious institutions, child daycare facilities, and other locations as specified in the State Building Code.

The Building Commissioner directly oversees all functions of the Building Department and acts as the Chief Building Inspector and Zoning Enforcement Officer. The Building Commissioner also oversees the Building Department staff, which includes a staff to the Zoning Board of Appeals. Candidates should have a bachelor's degree in a technical field with additional course work in building trades or related field; minimum of five years of experience in the construction field with experience performing construction work with supervisory responsibility, designing projects either as an architect or engineer, inspecting work as a certified professional inspector, or an equivalent combination of education and experience.

Annual Salary: Negotiable (currently budgeted at \$107,000), DOQ. The town offers 75% contribution toward health insurance and a generous benefits program. The Town of Southborough is an Affirmative Action/Equal Opportunity Employer.

Important Links:

Town of Southborough	2023 Annual Town Report
Building & Zoning Department	Town Code
Planning & Development Department	Zoning Bylaws
	Annual Town Budgets
	Zoning Board of Appeals



The Position

Southborough is seeking an experienced Building Commissioner who is committed to being highly responsive and to creating a culture of excellence in customer service throughout the department. The ideal candidate will have the ability to work well with the public and will respond to zoning and building complaints in a timely, respectful, collaborative, and equitable manner. The Building Commissioner is appointed by the Select Board but reports directly to the Town Administrator.

Responsibilities: The Building Commissioner oversees all functions of the Building Department and serves as the Chief Building Inspector and Zoning Enforcement Officer for the Town of Southborough. Projects currently ongoing in town involve such undertakings as construction of individual single-family homes, additions, garages, and/or roof replacements as well as three 40B projects currently in the hearing process. There is no public sewer in Southborough which limits commercial development. The town uses the OpenGov/ViewPoint Cloud online permitting system and PeopleGIS for mapping resources.



Some of the Building Commissioner's responsibilities include: interprets and enforces building, mechanical, accessibility, and energy codes, etc.; oversees the operations of the department, which includes the maintenance of department records, collection of pertinent fees, and preparation and administration of the department's capital and operating budgets; serves as the town Zoning Enforcement Officer determining compliance or noncompliance of various properties; enforces the provisions of the state building codes, the town's zoning bylaws; enforces the regulations and requirements of special permits issues by the Planning Board and variances and special permits issued by the Zoning Board of Appeals; reviews zoning and building requests; reviews plans for building construction or alteration to determine compliance with codes, bylaws, and regulations; oversees and conducts field, on-site inspections; participates and assists in developing overall town government inspection services goals and policies.

Staffing: The Building Department is currently made up of nine contractors/employees, which includes the Building Commissioner, two Business Administrators, a part-time Building Inspector, a Wiring Inspector, an Assistant Wiring Inspector, an Assistant Electrical Inspector, a Gas/Plumbing Inspector, and an Assistant Gas/Plumbing Inspector. The Building Department responds to an average of 1,400 requests for services annually.

Below is a breakdown of permit applications submitted to the Building Department between January 1, 2023 and December 31, 2023.

Permit Type	Total Permits	Total Fees Collected
Building Permits	293	\$298,519.28
Certificates of Inspection	30	\$1,050.00
Electrical Permits	532	\$112,046.32
Gas Permits	211	\$17,548.60
Mass Saves Program	99	\$8,046.84
Mechanical/Sheet Metal Permits	56	\$21,800.88
Plumbing Permits	256	\$33,257.40
Roof, Siding, Doors, Windows	152	\$95,621.92
Miscellaneous	56	\$26,703.88
Totals:	1,685	\$614,605.12

Finances: Southborough's [FY24 annual operating budget](#) is approximately \$58.26 million. The preliminary FY25 budget for the Building Department is approximately \$188,059.



Ideal Qualifications

- Bachelor's degree in a technical field with additional course work in building trades or related field; minimum of five years of experience in the construction field with experience performing construction work supervisory responsibility, designing projects either as an architect or an engineer, inspecting work as a certified professional inspector, or an equivalent combination of education and experience.
- Highly responsive; committed to excellence in departmental customer service.
- Thorough knowledge of the materials and methods of building construction, the state building code, local and state zoning bylaws, electric, plumbing, and mechanical codes, as well as applicable state statutes, rules, and regulations.
- Superior ability to enforce code requirements and related regulations firmly, tactfully, and impartially; deal appropriately with the general public and members of the building community; communicate effectively orally and in writing; understand court procedures as related to building and zoning issues; prepare and maintain a department budget; oversee the operations of a multi-service department; read and interpret plans, drawings, and blueprints.
- Knowledge of current inspection techniques and practices.
- Excellent management, organizational, and supervisory skills. Excellent public relations skills.

Special Requirements

- Valid Massachusetts motor vehicle operator's license.
- State certification as an Inspector of Buildings/Building Commissioner is preferred; or requirement to obtain such certification within 12 months of appointment.

How to Apply

Position is open until filled. For a guaranteed review of application materials, send cover letter and resume via email, in a single PDF, in confidence, by May 15, 2024, 3:00 p.m. EST, to:

Apply@CommunityParadigm.com

**Subject: Southborough
Building Commissioner**

Any questions regarding the position or application process should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
BLynch@communityparadigm.com
978-621-6733

The Town of Southborough is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, and other legally protected characteristics.