



TOWN CLERK

MAY 23 PM 1:03 '19

HOLBROOK

**Job Posting
Town of Holbrook
DIRECTOR OF INSPECTIONAL SERVICES**

The Town of Holbrook has an opening for a fulltime (40 hours/week) Director of Inspectional Services.

Responsibilities and duties include, but are not limited to the following three general areas:

- **Department Head Responsibilities:** Responsible for the overall management and oversight of the Inspectional Services department which includes building, plumbing/gas, electrical, and weights and measures inspectors; and two full-time clerical staff. Responsible for preparing and administrating the annual budget; supervise department payroll and accounts payable. Manages the Department's personnel; makes recommendations on discipline, hiring and termination. Coordinates with the HR Director and Town Administrator in handling labor relations, training, staffing, and evaluation of employees; maintains departmental records and correspondence. Attend all Board of Selectmen meetings.
- **Building Inspector Responsibilities:** Perform inspections to enforce all laws and regulations pertaining to building construction. Interpret building, planning/subdivision and zoning questions. Oversee the licensing and online permitting software. Conduct all building inspections in a timely manner and ensure that electrical/plumbing/gas inspections are being performed in a timely manner.
- **Staff Support for Planning Board and Conservation Commission:** Facilitate the deliverables and scheduling for developers with projects requiring Planning Board and/or Conservation Commission approvals. Attend Planning Board and Conservation Commission meetings, ensure effective communication between Board members and applicants; eliminate administrative and/or communication related delays. Provide conservation enforcement service to the Commission in coordination with the Commission's consultant.

Qualifications and experience: A minimum of ten (10) years of experience in administration of inspectional codes in municipal setting or an equivalent combination of education and experience. Supervisory experience required. The ideal candidate is customer-service orientated, organized and has the ability to work in a team environment. Building Official Certification by the Massachusetts Board of Building Regulations and Standards is required. Class D Driver's License required.

Compensation: Salary range is \$70,000-\$75,000, plus benefits. This is not a union position. Mileage allowance per IRS regulations.

Work Schedule: Monday, Wednesday, Thursday 8 a.m. – 4 p.m., Tuesday 8 a.m. – 7 p.m., Friday 8 a.m. – 12 p.m. May be required to work beyond normal business hours to attend evening meetings. Flexible schedule as conditions require.

Supervision: Direct report to the Board of Selectman; position also reports to the Town Administrator on day-to-day operations.

Physical Demands: Position requires moderate physical effort in making on-site inspections. Must be able to lift up to 25lbs. Must be able to climb a ladder and work in confined spaces.

How to apply: Applicants should forward a cover letter and resume via email to Bobbie Lee Curry, Human Resources Director, bcurry@holbrookmassachusetts.us. Position will be advertised until filled.