



# TOWN OF NORFOLK

One Liberty Lane  
Norfolk, MA 02056

**Building Commissioner**  
**Building Department**  
**Full time, 40 hours per week**  
**Grade 16, \$112,091.20 – \$117,748.80**  
Salary range exceeds hiring range

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TOWN CLERK  
NORFOLK

This position performs responsible and complex administrative, supervisory, inspectional, and technical work related to the enforcement and interpretation work in managing the Building Department. Performs all other related work as required.

## Essential Functions:

- Enforces all of the provisions of the Massachusetts State Building Code, regulations of Massachusetts Architectural Access Board, Norfolk Zoning Bylaws and any other state statutes, rules and regulations, or bylaws that empower the Building Commissioner.
- Manages the operations of the Building Department which includes building, electrical, plumbing, gas, mechanical, and zoning enforcement. Reviews all incoming and outgoing correspondence, maintains records, collects fees, and prepares Building Department annual budget. Verifies monthly balances; prepares payroll and certifies time.
- Reviews zoning and building requests; reviews plans for building construction or alteration to determine compliance with state codes, local zoning bylaws, and other applicable regulations.
- Inspects new buildings and alterations to buildings under construction and upon completion for conformity with structural requirements, approved plans, and zoning restrictions. Issues certificates of occupancy.
- Acts as liaison with and coordinates department activities with other departments, agencies, commissions and boards where required.
- Inspects all permitted work and town buildings for safety and maintenance issues; issues certificates of occupancy and annually inspects building and structures for public assembly.
- Develops and executes administrative policies and procedures for all assigned functions of the Building Department.
- Manages the online permitting software.
- Serves as a member of various building committees.
- Reviews Planning Board developments and Zoning bylaw changes.
- Reviews Zoning Board of Appeals Decisions.
- Performs similar or related work as required, directed, or as situation dictates.

## Education, Training and Experience:

High school graduation with advanced technical training, five to ten years of experience in the supervision of building construction or design, bachelor's degree in a related field desirable; or any equivalent combination of education and experience. Must possess a valid Massachusetts driver's license with good driving record. MA certification as an Inspector of Buildings/Building Commissioner.

*To apply, candidates must forward a Town of Norfolk employment application, cover letter, and resume to [jobs@norfolk.ma.us](mailto:jobs@norfolk.ma.us).*