

# DEPARTMENT OF COMMUNITY SERVICES

## TOWN OF HANOVER

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 • (T) 781-826-6400 • (EMAIL) [COMMUNITYSERVICES@HANOVER-MA.GOV](mailto:COMMUNITYSERVICES@HANOVER-MA.GOV)

### PHONE

MUNICIPAL INSPECTIONS: (781) 826-6400  
JOHN CURTIS LIBRARY: (781) 826-2972  
COUNCIL ON AGING: (781) 924-1913  
VISITING NURSES: (781) 826-4971



### FAX

CONSERVATION: (781) 826-5950  
PLANNING: (781) 826-5950  
BUILDING: (781) 826-5950  
HEALTH: (781) 826-5289

TO: Town's Website, Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments

FROM: Anthony Marino  
Director of Community Services/Building Commissioner

DATE: July 29, 2014

### NOTICE OF VACANCY

### DEPARTMENT OF MUNICIPAL INSPECTIONS

### LOCAL BUILDING OFFICIAL

The Town of Hanover is seeking qualified applicants for the position of Local Building Official to enforce all aspects of the Massachusetts Building Code (780 CMR) and Zoning Bylaws and other duties as assigned. The Local Building Official will be a vital part of the Municipal Inspections Department and as part of this team will have input as to how permitting and workflow can be streamlined for departments, citizens and business alike. This position is appointed by the Director of Community Services, subject to approval of the Town Manager.

**Qualifications:** A minimum of five years of experience in the supervision of building construction or design or in the alternative a four-year undergraduate degree in a field related to building construction or design. Must have a general knowledge of the quality and strength of building materials; and knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exit and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards and of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. Successful candidate must be computer literate, have experience managing a budget, and be customer service oriented. The successful candidate must have the Local Building Official certification and be able to obtain Certified Building Official certification within 18 months of hire.

This position is covered under the Personnel By-law, Class H. The starting salary will be between \$55,000 and \$65,000, depending on qualifications. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: [ann.lee@hanover-ma.gov](mailto:ann.lee@hanover-ma.gov). The deadline for submitting applications is August 15, 2014.

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**