



# THE CITY OF LYNN, MASSACHUSETTS

## Invites your interest in the position of **Chief of Inspectional Services**

### OVERVIEW

The City of Lynn seeks an experienced, diligent, management-oriented leader to serve as its next **Chief of Inspectional Services (ISD Chief)**.

The ISD Chief will oversee the operations of a seventy-five+ employee department with three divisions (Facilities, Inspections, and Public Health) and an overall budget exceeding twenty million dollars. The ideal candidate will have significant experience working within municipal government, strong managerial ability, financial acumen, and an interdisciplinary mindset for overseeing the operations of a large, diverse department performing crucial functions for the City of Lynn.

### POSITION RESPONSIBILITIES

Duties and responsibilities include:

- Serve as executive and administrative head of the Department of Inspectional Services including the Inspections, Facilities, and Public Health divisions, and supervising their respective division heads.
  - Facilities Division: Responsible for maintenance of all buildings in the municipal portfolio, including a school system with 17,000+ students.
  - Inspections Division: Building, sanitary, food, electrical, plumbing, apartment rental, and gas inspections; Sealer of weights and measures for city.
  - Public Health Division: Coordinates outreach and programming on all public health related issues, performs infectious disease screenings, enforces all ordinances related to public health issues.
- Serves as the City's chief zoning enforcement officer.
- Establish a full and complete inventory of all inspection services performed by an officer of the city.
- Establish common files, by property address, which will be accessible to all persons performing inspection services for the city containing recordings of all inspections performed by any city officer or employee.
- Provide common services for all inspections related personnel and

### Welcome!

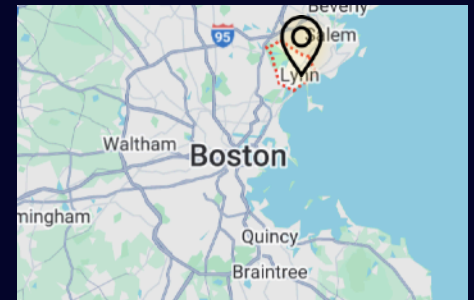
We have a lot of exciting things happening in Lynn.

On behalf of the City's team, I appreciate your interest in this position!

*Mayor  
Jared Nicholson*



### About Lynn, MA



Established in 1629, Lynn is a vibrant, diverse, and strong community of over 100,000 residents.

With the expansive Lynn Woods on one side and the Atlantic Ocean on the other, Lynn hosts both a bustling downtown near the commuter rail station and quieter residential neighborhoods, as well as easy access to Logan Airport and Commuter Rail, Bus, and Ferry service.

centralized location for consumers of city inspection services.

- Assure quality control by reviewing at least fifteen percent (15%) of all inspections; expediting the issuance or denial of all permits; making all necessary revisions to the service manual within ninety days of appointment.
- Oversees maintenance of City’s street lights and traffic signals.
- Prepares proposed annual budget (\$20m+) for consideration by the Mayor and City Council, and is responsible for the financial administration of the department including the three divisions (Facilities, Inspections, Public Health).
- Answers all correspondence, works with relevant boards and commissions to prepare regular meeting agendas.
- Attend all ISD related meetings, some evening and weekend work will be required.
- Report to the Mayor on all issues pertaining to the Inspectional Services Department and respond to relevant inquiries from City Council as directed by Mayor.

## CANDIDATE QUALIFICATIONS

- Bachelor’s degree in Design, Architecture, Engineering, Construction Management, Public Administration or relevant discipline required.
- Must possess certification as a Building Commissioner/Inspector of Buildings on the date of hire or be approved by the Building Official Certification Committee to take the required examinations for Inspector of Buildings/Building Commissioner.
- Minimum five (5) years of experience in the following areas:
  - Zoning Officer within the Commonwealth of Massachusetts.
  - Supervision and maintenance of street light and traffic signal facility in an urban setting.
  - Managing an overall budget in excess of ten million dollars (\$10,000,000).
  - Knowledge of and experience with Massachusetts procurement laws (Chapter 30B and 149).
  - Supervision of 75+ employees in a collective bargaining environment.
  - Experience with administering collective bargaining agreements and knowledge of MGL Chapter 150E.
- Working knowledge of the inspectional services division areas.
- Experience in municipal government, particularly in Inspectional Services.

## About Lynn, MA



### Quick Facts:

- Population: 101,253
- Land area: 13.52 sq miles
- Municipal budget: \$500M+
- Municipal Employees: 3,200 (2,500+ School & 700+ City)
- 22,000+ inspectable properties



Photos: 1) User Terageorge from Wikimedia 2) Kcboling from Wikimedia 3) City of Lynn

- Demonstrated ability to perform executive leadership functions.
- Bilingual/bicultural candidates strongly encouraged to apply.
- Demonstrated working knowledge of Building Codes, BOCA Codes, and ADA regulations.
- Candidates with any relevant military experience or education are encouraged to apply.

This is a department head position appointed by the Mayor, subject to confirmation by the Lynn City Council, and approval from the Commonwealth of Massachusetts Building Official Certification Committee.

**Starting Salary and Benefits:** \$155,000- \$175,00 DOQ. The City of Lynn offers an individual employment agreement, competitive benefit package including comprehensive health insurance, supplemental benefits including dental, vision, disability, accident insurance, and participation in our municipal retirement system. Position includes 14 paid holidays and PTO which includes sick, vacation, personal time.

**Residency requirements:** The ISD Chief should live within approximately 20 miles of the City of Lynn.

*When applicants are substantially similar in terms of qualifications, preference will be given to candidates who have resided in the City of Lynn for a continuous twelve-month period prior to the date of posting.*

## Next steps

Submit cover letter and resume via email to the Collins Center for Public Management at: [CollinsCenterRecruit@umb.edu](mailto:CollinsCenterRecruit@umb.edu) and include in the subject line “Lynn ISD [Your last name]” or click below.

**Review of resumes will begin January 27th.** Position will remain open until filled.



*The City of Lynn is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.*