



# TOWN OF DEDHAM – BUILDING COMMISSIONER



## DEDHAM

Dedham, Massachusetts is a historic town located in Norfolk County and serves as the county seat. The town was settled in 1635 and incorporated into a town in 1636 making it one of the oldest towns in the United States.

Dedham borders Boston as well as Needham, Westwood, and Canton offering a mix of suburban living near the city. The town is 10.6 square miles in area and boasts a population of over 25,000. There are two commuter rail stations and a MBTA Bus Service as well as easy access to Interstate 95/Route 128 and US Route 1.

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## WELCOME

The Town of Dedham has retained the services of the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston to assist in the recruitment of a Building Commissioner.

The Building Commissioner is appointed by the Town Manager and is responsible for the management of the Building Department and the enforcement of federal, state, and local construction-related laws and regulations. Key departmental responsibilities include code enforcement, permitting and plan reviews, inspections, and zoning enforcement.

The Building Commissioner serves as one of the Town Manager's advisors, works collaboratively across various local/ state/ federal agencies, and provides a vital role in providing safe and compliant development in the community.

## CHALLENGES AND OPPORTUNITIES

The next Building Commissioner will step into a pivotal role demanding immediate, transformative leadership. The position is defined by the need to re-establish structure, modernize operations, and cultivate a cohesive departmental culture while navigating significant institutional transitions.

The new Commissioner must rapidly formalize undocumented policies and procedures to ensure continuity and regulatory compliance. The immediate challenge is establishing an authoritative presence and becoming the department's strong leader and manager requiring confident decision-making and clear communication to staff and other town departments. Specific tasks include:

- Update and streamline existing permit application process using OpenGov software to improve public service delivery
- Work collaboratively with both management and unions to ensure operational continuity and define culture
- Comprehensive review of existing practices to implement modern and best practices

The success of the new Building Commissioner will be measured by their ability to transition the department from its historical, informal structure to a transparent, modern, and highly effective municipal operation.

# CORE RESPONSIBILITIES

## Code Enforcement and Inspection

- Enforcement of the Massachusetts State Building Code, including local amendments, and the Town's Zoning Bylaws.
- Oversees the examination and approval of plans and specifications, and inspects all work (construction, reconstruction, alteration, repair) to verify code and bylaw compliance.
- Annually inspects all public buildings and places of assembly for compliance with applicable standards and prepares related reports and orders.
- Oversees the investigation of building code violation complaints, issues compliance orders, and initiates and pursues legal remedies in District or Superior Court for unresolved violations.
- Ensures that new construction complies with lighting, heating, energy codes, access regulations, and federal flood plain regulations; also performs and/or oversees inspections of wood stoves and signs.



## Permitting & Regulatory Oversight

- Oversees the applications and issuance of permits for all construction, reconstruction, alteration, repair, and demolition of buildings and structures (residential and commercial) subject to the State Building Code, as well as permits for signs and subject equipment.
- Issues use and occupancy permits, certifying that a building is safe and ready for its intended purpose.
- Assists and advises the public by interpreting the State Building Code, Town Zoning Bylaws, and other pertinent rules and regulations, making appropriate referrals to the Zoning Board of Appeals.
- Acts on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, installation of equipment, and the location, use, occupancy, and maintenance of all buildings.

## Departmental Management & Administration

- Actively participates in the hiring, onboarding, and performance evaluation for all department employees. Monitors employee performance and ensures training and certifications are current.
- Ensures that work is evenly distributed among staff and provides direction as needed in consultation with the Town Manager and Human Resources.
- Develops and executes administrative policies and procedures for the department and establishes processes to streamline and track service delivery to meet community needs.
- Establishes the operating and capital budgets, monitors expenditures, and ensures that contracts for services comply with Town and Massachusetts Procurement laws.
- Oversees the operations of the department, including the application and upgrading of computer systems, reporting, and record maintenance.

## Interdepartmental & Public Service

- Acts as a liaison with and coordinates departmental activities with other town departments, agencies, and commissions.
- Serves as a member of and/or advisor to various town boards and committees, including the municipal 911 Committee.
- Assists first responders during emergency situations, as necessary.
- Prepares monthly, annual, and special administrative reports.

## IDEAL CANDIDATE

The ideal candidate is a proven leader and change agent with a strategic vision for modernizing municipal services and a commitment to transparency and excellent customer service. The role requires a blend of deep technical expertise, strong administrative skills, and the ability to inspire and manage a collaborative, high-performing team.

- Proven success as a strong leader and change agent with the supervisory skills to assign, motivate employees toward common goals, and effectively manage multiple projects and deadlines. Must possess the ability to work independently and as part of a team.
- Must possess thorough knowledge of the Massachusetts State Building Code, accepted requirements for building construction, fire prevention, light, ventilation, and safe egress. General knowledge of electric, gas, plumbing, and sanitary codes is essential.
- Thorough knowledge of local zoning bylaws and other applicable state and local statutes, rules, and regulations, coupled with the ability to research and understand laws, procedures, and policy and apply them to real-life situations.
- Excellent interpersonal and communication skills (both written and oral). The ability to read and interpret technical information, blueprints, drawings, and plans is crucial, as is the ability to synthesize highly technical information in a way that both staff and the general public can understand.
- Demonstrated ability to enforce regulations firmly, tactfully, and impartially, while championing good customer service and possessing excellent public relations skills to interact appropriately with the general public and the building community.
- Must have comfort with technology and computers, including familiarity with permitting software (ideally OpenGov).
- Requires experience with budget development and oversight, strategic thinking, and decision-making.
- Must have availability to respond to emergency situations and possess the problem-solving and general mathematics skills necessary for the role.

## QUALIFICATIONS

Bachelor's degree in construction management, architecture, engineering or a related field; five years of experience in the supervision of building construction or design; or an equivalent combination of education and experience. State certification as an Inspector of Buildings/Building Commissioner in accordance with 780 CMR 110.R7. Valid motor vehicle driver's license.

## SALARY AND BENEFITS

The anticipated starting salary range is \$106,094 - \$138,428 DOQ. The Town offers a competitive benefits package including comprehensive insurance, 457 deferred compensation plan, paid vacation time, paid sick and personal, and annual paid holidays. Employees of the Town participate in the Dedham Contributory Retirement system.

## NEXT STEPS

Please submit a cover letter and resume to the Collins Center for Public Management via email at: [collinscenterrecruit@umb.edu](mailto:collinscenterrecruit@umb.edu) and include in the subject line "[Your last name] - Dedham Building Commissioner". A rolling review of resumes will begin on December 18, 2025 and through January 16, 2026. The position will remain open until it is filled. Contact Mary Flanders Aicardi, HR Practice Leader at 508-215-8992 with questions.

*The Town of Dedham values diversity, equity, and inclusion and believes that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design, and deliver enriched solutions and services for the community. The Town of Dedham is an Equal Opportunity Employer and encourages all qualified candidates to apply.*