

**TOWN OF NORTH STONINGTON, CONNECTICUT
BUILDING OFFICIAL**

NATURE OF WORK: The purpose of this position is to provide for the safe construction and occupancy of structures and for the protection of investments in real property by assuring structures meet or exceed building code requirements and related standards.

SUPERVISION: Receives general and functional supervision from the First Selectman.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Plans, directs and manages the operations of the Building Inspection department; plans, assists in the annual preparation of the department budget. Maintains official records of applications received, permits and certificates issued, fees collected, inspections performed and notices and orders issued.
- Reviews, tests and researches reports of methods of construction, of various materials, of equipment installed and devices utilized in structures.
- Performs inspection, investigative, enforcement and administrative duties to assure that properties comply with the State Building Codes and other related codes; enforces other related ordinances and State Statutes for the Town.
- Reviews planning and zoning applications for building projects; reviews and approves building permit applications, building plans, construction documents and specifications for erection, alteration, demolition, renovation and/or moving of building or structures. Participates in preliminary reviews with other Town agencies of pending projects.
- Provides technical consultation, assistance and support to Town agencies and departments, contractors, architects, engineers and the public; provides information; interprets building codes. Participates in preliminary reviews for major building projects and attends construction meetings.
- Oversees all building construction and inspections in progress to ensure compliance with codes, ordinances and regulations, particularly in the areas of structural, electrical, plumbing, heating and ventilation elements. Issues all appropriate and necessary certificates, including certificates of occupancy, notices, orders to assure compliance with Building Code and final letters of completion when building projects are completed.
- Makes field inspections of fire damaged and potentially hazardous buildings and structures; issues orders of unsafe conditions and takes appropriate follow-up action; assists the Fire Marshal in an investigation when requested.
- Prepares a variety of reports, documents and correspondence; prepares monthly reports on building permit activity for the First Selectmen and Board of Selectmen. Oversees the organization and maintenance of building permit files and applications; prepares reports and payments for state education fees.
- Participates in public meetings from time to time as requested by the First Selectman.
- Approves and issues all building, electrical, plumbing, mechanical and demolition permits
- Performs other related functions as assigned or required.

*** The duties listed above are intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment to the position***

REQUIREMENT AND QUALIFICATIONS OF WORK

Education, Experience, and Training

- Five (5) years of progressively responsible construction/building inspection experience that includes some supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Applicant should possess a general knowledge of accessibility and building use by the physically disabled.
- Position requires State of Connecticut Building Official certification and a general knowledge of fire prevention and suppression and of building materials, means, methods of construction and safety concerns.
- Candidate must possess a Connecticut driver's license
- Be able to successfully complete a comprehensive background investigation.

Knowledge, Skills and Ability

- Ability to effectively communicate orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded.
- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to prepare and maintain accurate records and general reports
- Ability to exercise discretion in handling confidential information
- Ability to prioritize, organize and perform work independently; ability to make decisions and act quickly; and the ability to adjust quickly to changing priorities in a sometimes stress environment.

- Ability to work harmoniously, cooperatively, and courteously with others at all times in a calm manner and act discretely in processing sensitive information.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as licenses, permits, codes, regulations, ordinances statutes, procedures, reports, applications, technical publications, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing other Town departments, Town officials, Town boards and commissions, vendors, property owners and tenants, contractors, engineers, architects, the media and the public.
- Requires proficiency in a variety of standard computer software programs and a municipal permitting system.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

Physical Demands

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Ability to work under conditions where exposure to environmental factors such as temperature extremes, machinery or traffic hazards may cause discomfort and poses a limited risk of injury.
- Ability to maintain composure in stressful situations that may involve the public or contractors.

*** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. **

