



TOWN OF MANCHESTER



POSITION AVAILABLE

CHIEF BUILDING OFFICIAL

7.5 hours/day – 37.5 hours per week

Anticipated Starting Salary - \$110,000.00 (Depending on Experience)

Open Until Filled

First Review of Applications: May 8, 2023

SUMMARY OF POSITION: Under general direction and supervision, administers and enforces the building codes and zoning ordinances of the Town of Manchester.

KNOWLEDGE AND SKILLS REQUIRED: Considerable knowledge of all provisions of the Connecticut Building Code, laws pertaining to the Connecticut Building Code and the philosophy and principles of zoning regulations and their administration and enforcement. Considerable knowledge of the methods, technology, materials, light, ventilation, fire safety, material strengths and trade practices used in building construction, alteration or repair. Knowledge of the principles of engineering and design concepts and practices. Ability to read and interpret building construction plans, drawings and specifications. Knowledge of computer systems and software associated with building inspections and GIS. Ability to supervise, schedule and assign the work of subordinates. Ability to perform effective field inspections and to enforce orders firmly and in a professional and courteous manner based on the findings of such investigations or inspections. Ability to communicate clearly in oral and written form and to establish and maintain effective working relationships with the subordinates, superiors, professionals and technicians in the building construction field and the general public. Ability to work under adverse physical conditions resulting from unsafe or uninhabitable structures.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or vocational school, supplemented by training in several building trades and at least five (5) years of experience in construction, construction design or construction supervision including two (2) years of experience supervising inspection work. Licensure as a Building Official is required by Section 29-261 of the General Statutes of Connecticut. Must hold valid Connecticut Motor vehicle operator's license.

EXAMINATION MAY CONSIST OF:

	<u>Weight</u>	<u>Passing Score</u>
Oral Exam	100%	80%

APPLICATION INSTRUCTIONS:

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. **Applications will be accepted until the position is filled. No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability, or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.