

**TOWN OF EAST HADDAM**  
**BUILDING OFFICIAL**

Exempt

**Position Purpose:**

The purposes of this position are 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. This is accomplished by the research and application of state building code in force and effect within the Town. Compliance is achieved through the permit review process, inspections, and enforcement of the building code, the review of applications and associated site, structural and other required construction plans. The Building Official is responsible to plan, organize, implement and supervise a comprehensive building inspection program and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs varied and responsible technical and administrative duties requiring a strong knowledge of the International Code Council family of building codes as modified for the State of Connecticut, familiarity with other applicable construction and land use related codes, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish code enforcement through the ability to interpret laws.

*Supervision Received:* Works under the direction of the First Selectman; follows established policies and state statutes and codes where appropriate.

*Supervision Given:* Supervises the Administrative Assistant for building office; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

**Job Environment:**

Work is performed in office and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises; usually noise levels are moderate to loud; when working out of doors tasks are performed in most weather conditions; office work entails meeting with customers to process permits, questions, etc.

Requires the operation of a motor vehicle, cellular and other telephones, measuring devices, electrical and voltage testers, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with contractors, property owners, architects, engineers, lawyers, realtors, Fire Personnel, State Building Inspector, Town Attorney, Town Officials. Communication is frequently in person, by telephone, fax, email, certified mail and in writing. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

Errors in judgment or omissions could result in delay in service, monetary loss and or rework, potential liability and public safety compromised.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Performs inspection, investigative, enforcement and administrative duties to assure that residential, commercial, and other properties comply with the State Building Codes and other related codes; enforces other related ordinances and State Statutes for the Town.
- Receives proposed building and related constructions plans. Participates in preliminary review and consultations with other departments concerning major building projects. Performs plan review for compliance with: building, plumbing, mechanical and electrical codes and standards. Coordinates efforts with Land Use Office, Health District and Fire Marshal's Office.
- Confers with and interprets code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public. Hires specialists for unusual projects.
- Supervises the Building permit process and calculates and issues Building Permits, issues certificates of use and occupancy.
- Reviews permit applications for compliance with State Consumer Protection laws and office policy such as confirming workers compensation coverage and contractor licenses.
- Oversees and participates in the inspection of all construction or alterations in progress to ensure compliance with codes and regulations and issues orders for corrective action as warranted.
- 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.
- Determines and initiates regulatory or legal action in cases of violation of building codes and ordinances.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
- Prepares and administers operating budget for department; presents budget to the First Selectman, Board of Selectmen and Board of Finance.
- Submits oral and written reports to Town officials and state agencies.
- Attends training classes for maintenance of Building Official License.

### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development, maintaining knowledge of new building technology

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Must have an associates degree or advanced training in a field related to building construction and/or design from an accredited college or program and have over five (5) years of experience in supervising the construction or design of buildings or any equivalent combination of education, training and experience to meet state certification requirements.

**Special Requirements:**

Must have and maintain: State Certified Building Official. Valid CT Drivers License.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the State Building Code and regulations, and the principles of regulations and enforcement; thorough knowledge of principal trade practices, methods and materials used in building design, construction, alteration or repair; knowledge of electricity, heat source types, fuel storage and piping, hazardous materials, sanitary & septic systems and fire protection systems; knowledge of appropriate computer systems.

*Ability:* Ability to read and interpret architectural plans, building construction plans, drawings and specifications; ability to inspect and evaluate construction at all phases of completion; ability to enforce regulations firmly and courteously; ability to assign tasks, train, and supervise staff; ability to prepare and administer an operating budget for the department; ability to prepare and present technical and narrative reports in oral and written form.

*Skill:* Good verbal and written communication skills; aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned equipment; skills associated with the supervision and training of staff.

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other-Describe _____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*