

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360  
(860) 889-2324/Fax: (860) 889-1222/Email: [office@seccog.org](mailto:office@seccog.org)

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## Temporary/Permanent Building Code Enforcement Official (P/T or F/T)

The Southeastern Connecticut Council of Governments (SCCOG) has an immediate need for experienced, licensed building code enforcement officials to provide services to one or more municipalities in southeastern Connecticut.

SCCOG offers a highly competitive benefits package. Full-time employees enjoy a 35 hour work week, flexibility in work scheduling, health insurance, a pension plan and optional 457(b) retirement plan, life insurance, long-term disability insurance, sick/vacation leave accrual, reimbursement of continuing education costs, and compensatory time for attendance at night meetings.

### Application Process

Send cover letter and resumé to:

Amanda E. Kennedy, AICP, Executive Director  
Southeastern Connecticut Council of Governments  
5 Connecticut Avenue, Norwich, CT 06360  
[office@seccog.org](mailto:office@seccog.org)

Closing date: October 15, 2022 or until filled.

### About the Position

The Building Code Enforcement Official performs all duties relating to the inspection and permitting of construction activities. The Building Code Enforcement Official will provide services on an ongoing basis to one or more towns and may provide services to additional towns as needed under the direction of SCCOG's Executive Director.

- Reviews, interprets, enforces and implements applicable laws, ordinances, regulations, and the State Building Code.
- Reviews and approves construction plans and specifications and performs inspections for conformance with the State Building Code. Enforce corrective actions as needed.
- Assists in coordination of review of permit applications with other Town departments and appropriate agencies.
- Discuss pertinent problems with builders, architects, engineers, and owners and advise and assist.

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#### Member Municipalities:

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints. Ensure compliance with approved plans.
- Investigate violations; keep records and make reports.

## **Qualifications**

- State of CT Building Officials License
- Motor Vehicle License
- Not less than five years' experience in construction, design, or supervision of construction
- Thorough knowledge of the Connecticut State Building Code, the methods, materials, and techniques of the general construction trades.
- A working knowledge of CFSC and C.G.S. and related regulations.
- A working knowledge on the qualities and strengths of building materials, fire safety regulations and other items of equipment essentials for the safety, comfort, and convenience of building occupants.
- Ability to read and interpret plans and specifications
- Ability to enforce regulations with firmness, tact, and impartiality, to establish and maintain effective working relationships with contractors, property owners and the public
- Ability to express oneself clearly and concisely orally and in writing.

## **About the Southeastern Connecticut Council of Governments**

SCCOG serves 22 municipalities with a total population of 280,430 and functions as the region's Metropolitan Planning Organization. SCCOG also counts as affiliate members Connecticut's two federally recognized Native American Tribes and works closely with the region's two military installations, the United States Naval Submarine Base and the United States Coast Guard Academy.

Primary focus areas of SCCOG are regional planning, which includes producing studies and plans that affect the responsible development of the region; transportation planning and prioritization of State and Federal transportation funding; and regional services, which includes staffing assistance to local land use commissions and coordinating inter-municipal cooperation. SCCOG staff gain valuable experience working in a collaborative and supportive environment

## **About Southeastern Connecticut**

SCCOG's offices are located in Norwich, CT, at the center of a dynamic region known for its diverse assets including Mystic- and the southeastern Connecticut shoreline, entertainment/casino destinations, and opportunities for urban, suburban, and rural living. The region is critically important to Connecticut's economy for its tourism, defense, and defense manufacturing, and will soon be New England's hub for the growing Offshore Wind Industry. The

region is conveniently located within fifty miles of Hartford, New Haven, and Providence and enjoys highway and rail connections to nearby Boston and New York City.

**\*An Affirmative Action/Equal Opportunity Employer\***