

Town of Simsbury
JOB POSTING
Deputy Building Official

Internal and External Applicants

Applications are being accepted for the position of Deputy Building Official with the Building Department. This is an A-6 position with a minimum starting salary range of \$78,671 to \$94,021, plus benefits, for a 35 hour work week.

Under the general supervision of the Building Official and Director of Community Planning and Development, performs complex administrative and technical work including interpretation and enforcement of the State Building Code and operation of the Building Department. This is a very responsible administration position. The Deputy Building Official is authorized to act as the building official in all manner when the building official is absent for any reason including but not limited to vacation, illness or away from the office for job related activities.

All applications must be submitted online at:
www.simsbury-ct.gov/jobs

If you require a computer or internet access, there are public computers available at the Simsbury Public Library at 725 Hopmeadow Street.

If you have any problems while using the online application system, or if you require a reasonable accommodation to apply for this position, please contact our office at (860) 658-3291.

The closing date for this job posting is:
Sunday November 19, 2017

AA/EOE

Town of Simsbury

TITLE: Deputy Building Official

GRADE: A-6

DEPARTMENT: Building Department

DATE: July 1, 2015

POSITION DESCRIPTION:

Under the general supervision of the Building Official and Director of Community Planning and Development, performs complex administrative and technical work including interpretation and enforcement of the State Building Code and operation of the Building Department. This is a very responsible administration position. The Deputy Building Official is authorized to act as the building official in all manner when the building official is absent for any reason including but not limited to vacation, illness or away from the office for job related activities.

ESSENTIAL JOB FUNCTIONS:

- Reviews and approves construction plans and specifications and performs inspections for conformance with the State Building Code. Advises on corrective action as needed.
- Reviews, interprets, enforces and implements applicable laws, ordinances, regulations, and the State Building Code.
- Interprets applicable codes, and performs work to ensure efficient operation of the Building Department and maintain a high level of customer service.
- Maintenance of a variety of records with professional and clerical staff. Compiles information and prepares a variety of reports as directed.
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints.
- Assists in coordination of review of permit applications with other Town departments and appropriate agencies.

ADDITIONAL JOB FUNCTIONS:

- May be assigned special projects and duties related to the responsibilities of the Department of Community Planning and Development.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of building construction materials and the principles, practices, and methods of building design.
- Ability to examine and make recommendations on plans submitted for approval.
- Thorough knowledge of applicable codes, referenced standards, and other regulations.
- Considerable knowledge of State Building Code, its supplements, and other applicable regulations.
- Ability to perform research and prepare technical reports.
- Ability to apply state and federal laws, Town ordinance, departmental policies, procedures, rules and regulations to determine necessary action.

- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volume of paperwork accurately and efficiently.
- Ability to operate data and word processing equipment.
- Ability to perform basic mathematical computations.
- Ability to apply the principles of construction inspection to solve practical field problems.
- Ability to interpret plan specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to monitor new issues and techniques appropriate to the construction field.
- Knowledge of land records and other related legal documents.
- Ability to use computer terminal to access, process and retrieve information contained in file records and computer databases.
- Knowledge and ability in computer applications for data management, planning analysis and report preparation.
- Knowledge and ability to analyze problems and to develop and implement programs and activities to address these problems.
- Ability to communicate effectively both orally and in writing.
- Ability to greet the public and offer assistance in person and via the telephone.
- Ability to communicate effectively with the public and to establish and maintain effective working relationship with Town officials, staff, advisory boards and participants in the development process.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in poor weather conditions including heat, cold rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up 25 pounds.
- Ability to get into and out of automobile.

- Ability to utilize and access overhead cabinet storage space.
- Ability to physically inspect construction activities.
- Ability to walk distances over one mile on terrain under construction or underdeveloped.
- Ability to work in variable weather conditions for long periods of time.
- Ability to work independently with minimum supervision.

REQUIRED MINIMUM QUALIFICATIONS:

- Completion of an Associates Degree in a technical field involving construction or related practices or graduation from a vocational and technical school with five years construction and supervisory experience as described in Section 29-261 of the Connecticut General Statutes

LICENSE OR CERTIFICATE: State of Connecticut Building Officials License. Motor Vehicle Operator's License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.