

**TOWN OF STONINGTON**  
**JOB DESCRIPTION**  
**ASSISTANT BUILDING OFFICIAL**

**NATURE OF WORK:**

This is highly responsible, complex, technical work in assisting the Building Official in administering and enforcing building and related codes. Work involves responsibility for planning, coordinating, and performing a comprehensive building advisory, inspection, and enforcement program which requires a thorough knowledge of the State Building Codes and Statutes, town building ordinances, and regulations related to fire, safety and health including inspections of sewer disposal and well systems. The position requires the use of independent judgment, initiative, and supervisory skills.

**SUPERVISION RECEIVED:**

Work is performed under the direct supervision of the Building Official and general guidance of the First Selectman and in accordance with prevailing codes, ordinances, policies, laws, rules, and regulations.

**SUPERVISION EXERCISED:**

The Assistant Building Official provides general guidance and direction to Clerical Staff in the absence of the Building Official.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Acts as the Building Official in his/her absence. Assists in planning and organizing work of the office. Reviews department priorities with Building Official. Assists in preparing and administering office budget.

Assists the Building Official to control all matters concerning new construction, and alterations, additions, and repairs to existing structures and buildings, including demolition and removals, and controls over use and occupancy.

Confers with and interprets code provisions to architects, engineers, contractors, and members of the public. As part of process, attempts to resolve design, site, and construction differences. Approves permits. Issues certificates of use and occupancy.

Participates in preliminary reviews and consultations with other town departments. Provides technical consultation and assistance to Town Boards and Commissions as assigned.

Inspects construction work in progress to assure conformity with codes and regulations. Evaluates the results of various tests, such as soils and materials tests, to assure compliance with standards.

As assigned, serves as agent to Health Officer which involves such activities as inspecting and approving septic and well systems, and seeking correction of asbestos and lead paint problems.

Attends training programs, reads technical reports to keep informed on changes in codes and applicable laws and regulations. Participates in professional organizations to exchange technical and operational information.

Investigates and resolves complaints. Takes necessary actions to halt violations.

Prepares narrative and statistical reports for the Board of Selectmen and appropriate agencies as assigned.

Promotes safe work practices.

Regular attendance is a requirement of this position.

Establishes and maintains effective working relationships with State and Federal officials, Town Officials, public officials, contractors, developers, architects, engineers, property owners and their representatives, other departments and agencies, employees, and the general public.

#### **OTHER JOB FUNCTIONS:**

The duties listed above 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 related work as required.

#### **REQUIREMENTS OF WORK:**

##### Education, Experience & Training:

The education, experience and training required would generally be acquired with Graduation from a college or university with major course work in civil or structural engineering, architecture, construction science, or related field; six (6) years of increasingly responsible experience in the construction trades; or any equivalent combination of training and experience that provides the following knowledge, skills and abilities.

##### Knowledge, Skills & Ability:

Thorough knowledge of building, electrical, plumbing, mechanical, fire, and general construction codes used in Connecticut. Thorough knowledge of building construction

materials, and methods and stages of construction when possible violations and defects may be observed most advantageously, and corrected.

Knowledge of engineering as applied to the design of reinforced concrete, steel, and similar structures. Knowledge of effective supervisory practices. Possess management skills required to supervise, delegate, and share responsibilities; ability to adjust and exercise such skills in an environment where priorities constantly change.

Skill in applying knowledge of State and national uniform building codes, and land use regulations.

Ability to enforce regulations with firmness and tact. Ability to analyze and recommend possible changes in codes and ordinances, and to apply regulations uniformly.

Ability to read and interpret complex plans, specifications, and blueprints.

Ability to communicate effectively orally and in writing to both technical and lay audiences; the 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.

Ability to work accurately with names, numbers, colors, codes and/or symbols. Ability to use measuring equipment, tape measures, levels, laser levels, including electrical testing equipment. Ability to maintain accurate records and general reports. Ability to exercise discretion in handling confidential information.

Ability to regularly engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc. (This is highly responsible, professional and administrative work and, as such, is expressly exempted by the Fair Labor Standards Act and related state laws from the requirement of paid overtime.)

Ability to prioritize, organize, and perform work independently; ability to adjust quickly to changing priorities and the ability to make decisions and act quickly.

An ability to work harmoniously, cooperatively and courteously with others at all times. Ability to maintain a calm manner in stressful and/or emergency situations and an ability to adapt to varying work situations.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must hold a driver's license and be able to operate a motor vehicle. The employee is frequently required to speak; hear; sit; stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee works predominantly in an office setting. Outdoor work is frequently required during the inspection of construction sites, various land use developments, and some emergency situations. When working outside, the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow, or airborne particles, any of which may cause marked bodily discomfort. The noise level in the work environment is usually quiet to moderate in the office, and moderate to loud in the field. The employee may work near moving mechanical parts, in precarious places, and is occasionally exposed to risk of electrical shock, and vibration.

The employee must be free from mental and/or physical disorders which would interfere with the performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in every day, stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive verbal behavior and/or physical behavior.

**NECESSARY SPECIAL REQUIREMENTS:**

Possess a valid Connecticut Motor Vehicle Operator's License.

Certification by the State of Connecticut as an Assistant Building Official in accordance with Connecticut General Statutes 29-261 and 29-262.

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.