

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	ASSISTANT BUILDING OFFICIAL
Department:	Building Department
Classification:	Hourly Staff, Level 12, Non-Exempt
Position Definition:	Performs inspection, review, and enforcement duties in assisting in the administration and enforcement of the State Building Code and related regulations. Performs backup inspection, investigative and administrative duties to assure that residential, commercial and other properties comply with Town building ordinances and regulations related to safety and fire codes and with related State Statutes.
Supervision Received:	Receives oral or written work assignments from the Chief Building Official. Plans and organizes work according to unit or standard procedures. Reports work accomplished to Building Official.
Supervision Exercised:	Assigns tasks to Administrative Secretary as necessary. Assumes limited responsibility for unit activities in the temporary absence of the Chief Building Official.
Examples of Essential Duties:	<p>Receives building plans. Analyzes and evaluates building plans, including location, design, materials, construction methods, health and safety measures and issues building permits as required. Coordinates reviews with other Town departments. Recommends approval or denial of Certificates of Occupancy.</p> <p>Performs field inspections of construction work in process to assure conformity with Code and regulations. Enforces building code. Inspects building sites prior to building and all building and structures under repair or alteration, or those to be moved, demolished or changed in use. Performs final inspections and recommends issuance of Certificates of Occupancy.</p> <p>Inspects all excavations, trenches, and formwork for sufficiency of soils for bearing of load to be imposed and adequacy of forms. Reviews applications for all electrical and mechanical projects as necessary.</p> <p>Confers with Chief Building Official, and interprets code provisions and application procedures to architects, engineers, contractors, and members of the Public. Assists Public in reviewing building plans or in taking corrective action to comply with code and/or regulations. Received and processes various fees related to applications as necessary.</p> <p>Provides technical consultation to Town departments in specific building construction areas, including electrical, plumbing, heating and carpentry to assure public health and safety. Assists Chief Building Official in inspection and review of major construction projects. Prepares supporting statistical and narrative reports for Building Official.</p> <p>Assists Chief Building Official with administrative and technical support to the Boards and Commissions as required.</p> <p>Must possess the ability to provide a high-level of customer service to the public and to effectively interact with co-workers.</p>

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Examples of Incidental Duties:	Organizes and maintains files on inspection, review and application work. Assists in the compilation of related planning documents, maps and records. Participates in ongoing professional education and training, including membership in building and/or public planning organizations. Performs other related duties as required.
Minimum Qualifications Required:	<ul style="list-style-type: none"> • An Associate Degree from a recognized college; Bachelor's Degree in Construction Management, Engineering or related discipline highly desirable. • Minimum of five (5) years of progressively responsible building construction and trades experience, including commercial and industrial property work, including a minimum of two (2) years of supervisory experience overseeing professional personnel. • Minimum of three (3) years prior experience in municipal building inspection work in the State of Connecticut preferred.
Knowledge, Skills, and Abilities:	<ul style="list-style-type: none"> • Considerable knowledge of building construction principles and practices including electrical, plumbing and heating systems. • Considerable knowledge of building regulations, code enforcement and inspection principles and practices. • Thorough knowledge of the Connecticut State Building Code. • Strong knowledge of public administration principles and practices as applied to building code enforcement administration. • Experience with PC and web based tools, particularly Microsoft Office as well as GIS software and data. • Demonstrate ability to communicate technical concepts orally and in writing. • Considerable ability to enforce the Connecticut State Building Code with firmness and tact. • Strong ability to maintain code enforcement records and carry out administrative procedures.
License or Certification:	<ul style="list-style-type: none"> • Must have and maintain certification as a Connecticut Building Official in accordance with Connecticut State Statute 29-262. • ICC Certifications in multiple disciplines are a plus. • Must have a valid Connecticut Class A driver's license and good driving record.
Physical, Mental Exertion/Environmental Conditions:	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 is regularly required to use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The employee is frequently required to drive and sit. The employee is often required to walk; talk or hear; sit; and smell. Specific vision abilities required by this job include close vision, and must also be able to see objects far away as in driving and the ability to adjust focus. Must be able to lift light to medium loads (up to 50 lbs.). Must be able to climb ladders and have the flexibility to crawl into spaces as the project requires. Ability to work in poor weather conditions, including heat, cold, rain, or snow.
Note:	The above tasks and responsibilities are illustrative only. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.