

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	BUILDING OFFICIAL
Department:	Building Department
Classification:	Professional Staff, Level 4, Exempt
Position Definition:	Plans, organizes and conducts the building, inspection and enforcement; administers and enforces the state Building Code, Town building ordinances and regulations related to safety and fire codes; and provides technical assistance to Town Boards and Commissions.
Supervision Received:	Works under the general supervision of the First Selectman.
Supervision Exercised:	Provides general supervision to Assistant Building Official; participates in supervision of shared administrative support personnel.
General Duties:	Work involves responsibility for safe enforcement of the Connecticut State Building Code as defined in Connecticut General Statutes 29-261. Work may include assisting in the enforcement of the Connecticut Fire Safety Code. Duties include processing applications and building permits, reviewing construction plans, inspecting building construction, and issuing Certificates of Occupancy. This position also has the responsibility for making difficult building and fire code enforcement decisions in accordance with the Connecticut State Building Code. This work requires that the employee have considerable knowledge, skill and ability in building construction inspection procedures and the Connecticut State Building Code.
Additional Duties:	<ul style="list-style-type: none"> • Receives and processes applications for all permits required by Code. Reviews construction plans for conformance with the Code and confers with project owners and contractors on corrective actions to be taken. • Inspects all aspects of construction including footings, foundations, drainage, framing, plumbing, heating, mechanical, electrical, and final. Confers with contractors and owners on corrections to be made. • Confers with Town officials, contractors, architects, developers, engineers, and property owners on the codes and their interpretation. Provides technical assistance to other Town departments on proposed or in-progress development projects. • Attends, on occasion, monthly Town Board and Commission meetings and prepares information and materials necessary for the proper review of Town officials and for Town Counsel as needed. • Maintains comprehensive records of all permitting and inspection actions. Prepares correspondence and compiles reports on activity. • Performs related work as required. • Prepares annual budget recommendations for the unit, and administers the approved budget. <p>The examples of duties above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.</p>
Examples of Incidental Duties:	May develop cost estimates for new construction, alterations and repairs of Town facilities for fee purposes and subsequent reports to the appropriate agencies. Evaluates the results of various tests, such as soils and materials tests, to assure standards are met. 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. • References will be requested and checked prior to a final offer.

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	BUILDING OFFICIAL
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. • Demonstrate superior ability to establish and maintain effective working relationships with coworkers, contractors, consultants, other governmental agencies, and the general public.
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 Demands:	<p>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.</p>
Work Environment:	<p>The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally is exposed to adverse hot, wet, and/or humid conditions. The employee occasionally works in extreme cold or other adverse conditions. Routine exposure to normal construction hazards.</p>
Note:	<p>The above description is illustrative of tasks and responsibilities. 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.</p>