

TOWN OF EAST LYME CHIEF BUILDING OFFICIAL

Nature of Work: This is highly responsible code enforcement and inspection work involving the review of site and construction plans for new buildings and the examination of buildings in the process of construction, renovation or repair to assure conformance with applicable government building codes, standards and construction specifications. Work involves responsibility for the protection of the public against potentially dangerous conditions resulting from the use of faulty materials or poor workmanship during the construction, renovation or repair of new and existing building structures. Duties include reviewing building plans for new structures, issuing permits, conducting field inspections of new and renovated or repaired structures, investigating and resolving complaints of building code violations. This position also has the responsibility for making difficult inspection decisions, especially as they relate to older structures which may be candidates for condemnation and demolition. This work requires that the employee have thorough knowledge, skill and ability in the inspection of building structures and in the interpretation of codes, ordinances and standards.

Supervision: Work is performed under the general guidance of the First Selectman. Work is reviewed through conferences and reports for overall program effectiveness and efficiency.

Supervision Exercised: Assumes supervisory responsibilities of the building department staff: two assistant building officials and two administrative assistants.

Essential Job Functions:

Plans, organizes and directs a comprehensive building advisory, inspection and enforcing program. Prepares and administers department budget.

Administers and enforces the State Building Code, Town building ordinances and regulations related to safety.

Works to control all matters concerning new construction, renovation or repairs to existing structures and buildings. This includes demolition and removals, and controls over use and occupancy.

Reviews plans and conducts inspections to determine that the public safety, health and welfare is protected with regards to structural strength, adequate means of egress, sanitary equipment, light and ventilation and safety. Identifies deficiencies to be corrected by engineers, architects, contractors and homeowners.

Evaluates the results of various tests, such as soils and material tests, to ensure compliance with standards.

Reviews, researches and investigates complaints concerning alleged violations of building code. Takes necessary action to halt violations. Conducts follow-up inspection to monitor compliance.

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

Performs various front desk duties such as receiving construction application, issuing permits, taking complaints and answering questions related to building code regulations.

Attends training programs, reads technical reports to keep informed on changes in codes and applicable laws and regulations.

Keeps records and writes reports of inspections performed, actions taken and corrections recommended and secured.

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

Additional Job Responsibilities: Performs related duties and responsibilities as required.

******* The duties listed above are intended only as illustrative 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.*******

Qualifications Profile

Knowledge, Skills and Ability

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

Considerable knowledge of the methods, materials, and techniques of building construction at the journey level, including knowledge of 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. Considerable ability to diagnose defects and hazards in building structures.

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

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

Considerable ability to enforce regulations with firmness and tact.

Good ability to communicate effectively orally and in writing to both technical and lay audiences.

Considerable ability to establish and maintain effective working relationships with superiors, associates, contractors, property owners and public.

Ability to use tape measure, level, ruler, computer, calculator, testing devices of the building trade, and safety equipment such as hard hat and safety glasses.

Experience and Training

Graduate of vocational technical school with emphasis on construction, electricity, plumbing, or HVAC, plus five years of progressively responsible experience in the field of building construction; or any equivalent combination of training and experience that provides the above knowledge, abilities and skills.

Physical Demands

The physical demands described 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. Work is performed both in an office setting and outdoors. Field work is required in the inspection of construction sites. Hand-eye coordination is necessary to operate various pieces of office equipment

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, crawl, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Work is performed in an office setting, and outdoors while inspecting construction sites, various land use developments and some emergency situations. The employee occasionally works near moving mechanical parts and precarious places, and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. The employee must be able to read and interpret documents such as building codes and to write routine reports and correspondence. This position requires the ability to solve practical problems and deal with a variety of concrete variables.

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

Licensures and Certification

Certification by the State of Connecticut as a Building Official, plus mandatory continuing education through seminars

Possess a valid Connecticut motor vehicle operator's license.

*******The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change*******

If interested, please contact Town of East Lyme, Human Resources at tsantos@eltownhall.com