

**Town of East Lyme
Job Description**

Date: March 2025

Position: Assistant Building Official

Department: Building Department

FLSA: Non-Exempt

Reports To: Chief Building Official

Supervises: N/A

CLASSIFICATION & HOURS OF WORK:

This is a part-time non-union hourly position. The Assistant Building Official will work up to 29 hours per week based on the Town Hall hours (Monday through Thursday 8am-5pm and Friday 8am-11:30am).

SUMMARY OF RESPONSIBILITY:

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. Ensures that 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 does not put the public at risk.

ESSENTIAL FUNCTIONS:

- Reviews building plans in conformance of codes for new structures, issues permits, conduct field inspections of new and renovated or repaired structures, and investigates and resolves complaints of building code violations. Identifies deficiencies to be corrected by engineers, architects, contractors and homeowners.
- Inspects buildings in the process of construction, renovation, or repairs for compliance with building requirements. Directs correction of construction deficiencies in the field. Determines if complaints about the structural soundness of buildings are valid. Recommends evacuation or demolition accordingly.
- Reviews, researches and investigates complaints concerning alleged violations of building code. Notifies responsible parties of effects and issues written or oral instructions for corrections. Conducts follow-up inspection to monitor compliance.
- Responds to telephone inquiries regarding building code regulations.
- Receives construction applications, issuing permits, and takes complaints and answering questions related to building code regulations.
- Collaborates with Health and Fire Departments when their particular expertise is required during inspections.
- Acts as Building Official in the absence of the Chief Building Official.

OTHER FUNCTIONS:

- Keeps records and writes reports of inspections performed, actions taken, and corrections recommended and secured.
- Performs related duties as required.

QUALIFICATIONS AND COMPETENCIES:

- High School Diploma or GED required.
- Five years of progressively responsible experience in the field of building construction required.
- Municipal experience in building inspections and code determination preferred.
- Connecticut Motor Vehicle Operator's license required.
- Connecticut Certification as an Assistant Building Official required.

LIST THE COMPETENCIES THAT MAKE SOMEONE SUCCESSFUL IN THAT JOB:

- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and contractors.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Able to think quickly, assess a situation and make a sound decision.
- Working knowledge of the provisions of building, electrical, plumbing, mechanical and general construction codes used in Connecticut.
- Solid working 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.
- Ability to apply 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.
- Ability to communicate effectively orally and in writing to both technical and lay audiences.
- Ability to use tape measure, level, ruler, computer, calculator, testing devices of the building trade, and safety equipment.

INCLUDE MENTAL AND PHYSICAL REQUIREMENTS:

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

- Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- Frequently is required to walk and sit.
- Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
- Ability to lift and/or move up to 25 pounds.

- Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and 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.
- 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.
- Ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations.

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 or a logical assignment to the position.

PAY:

- \$40 per hour

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://www.eltownhall.com), or submit an [Application](#) along with resume and cover letter to hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.