


POSITION DESCRIPTION  
**BUILDING OFFICIAL**

Date of Last Revision: July 2024

	<b>DEPARTMENT</b>	Land Use Services		
	<b>REPORTS TO</b>	Land Use Director/Assistant Director		
	<b>FLSA STATUS</b>	Exempt		
	<b>POSITION TYPE</b>	Full-Time	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general supervision of the Land Use Director, the Building Official plans, organizes, and directs a comprehensive building advisory, inspection, and enforcement program; administers and enforces the state building code, town building ordinances, and regulations related to health, safety, and fire codes; and provides technical consultation and assistance to town boards and commissions. The Building Official provides accurate, timely, and high-quality service to all internal and external customers.

**ESSENTIAL JOB FUNCTIONS**

- Responsible for the routine daily operation and oversight of land use activities related to building and construction codes and permitting
- Receives proposed building and related construction plans
- Participates in preliminary reviews and consultations concerning major building projects
- Confers with and interprets code provisions to architects, engineers, contractors, and members of the public
- Receives fees and issues permits
- Negotiates with developers to evaluate and authorize changes in approved plans
- Provides information to town boards and commissions and various special committees
- Oversees all construction work in progress to ensure conformity with code and regulations
- Issues certificates of use and occupancy
- Prepares narrative and statistical reports of some complexity for the Director upon request
- Prepares and administers approved annual budget
- Maintains minor bookkeeping records of fee activities
- Coordinates building inspection
- Works cooperatively with police, Sanitarian, Zoning Enforcement Officer, and the Fire Marshal in inspection and review duties
- Evaluate the results of various tests, such as soil and materials tests, to ensure compliance with standards
- Prepares various reports for state and federal agencies
- Responsible for the review and approval of applications for building permits and certificates of occupancy to ensure compliance with zoning regulations
- Responsible for zoning compliance review of subdivision, change of use, new commercial use, and special use applications, and for supporting the Zoning Commission in the Commission’s work to review and ultimately approve these applications

**Teamwork:** Works cooperatively with other land use professional staff to review building plans to ensure compliance with local building and zoning regulations and state building codes. Coordinates work assignments for land use administrative staff in cooperation with other professional staff members.

**Technical:** Serves as technical/advisory expert on building code and construction issues for all Town agencies and land use boards and commissions, including oral and written reports, statistical analysis, and preparation of maps and graphics. Serves as subject matter expert on construction, electrical, mechanical systems, and codes.

**Financial:** Prepares and administers building department budgets within prescribed authority levels and town financial policies and procedures. Prepares quarterly State Education Fund fee reports/remittances.

**ADDITIONAL JOB FUNCTIONS**

- Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

**KNOWLEDGE of:**

- Building construction practices
- Building codes and regulations
- Zoning regulations, policies, and practices

**SKILLS in:**

- Prioritizing work and exercising independent judgment, wisdom, and common sense within established procedures, guidelines, and rules
- Record keeping/file maintenance, analytical, and prioritization
- Time management, organizational, and multi-tasking
- Interpersonal, verbal, and written communication for interaction with taxpayers, town employees, other government officials, and the general public
- Negotiating, public speaking, and conflict resolution
- Use of standard computer applications, including proficiency in word processing, spreadsheet, and database applications

**ABILITY to:**

- Supervise
- Interpret engineering and architectural plans, drawings, and specifications
- Prepare concise written reports
- Publicly present reports in a clear and concise manner

**MINIMUM POSITION REQUIREMENTS**

- Graduation from a vocational-technical school program in a construction trade, or completion of an apprenticeship training program in a construction trade skill, and five years of increasingly responsible experience in the construction trades
- Two years experience as a Building Official/Assistant Building Official, desirable

**LICENSES AND CERTIFICATIONS**

- Certification as a Connecticut Building Official
- Valid motor vehicle operator's license

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

- This position combines field and office activities, with more than 50% of the job performed as field inspections.

**PHYSICAL DEMANDS**

- Regularly work near field and job sites, including walking over various terrains for distances up to a mile
- Climb and crawl to remote sites and through constricted spaces to perform inspections
- Stand and walk to access records and files while helping the public within the land use office environment
- Tolerate occasional exposure to variable or inclement weather conditions for periods of more than one hour
- Intermittently sit and work using a computer and telephone or listen to information for periods of more than one hour
- Lift 25 to 50 pounds
- Drive an automobile during the conduct of duties

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

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

**POSITION TITLE: Building Official**

**DATE RECEIVED:**

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Selectman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date