

TOWN OF CANTON

TITLE: Building Official
DEPARTMENT: Land Use

CLASS: Exempt
DATE: September 30, 2015

POSITION DESCRIPTION

Responsible for overall direction and management of the Building Department in the enforcement of building codes and related ordinances and the issuance of related permits to protect the health and safety of the public. Also responsible for the supervision of all subordinate members of the department.

This position also has the responsibility for making very difficult building code enforcement decisions including building permit and occupancy certificate decisions. This work requires that the employee have thorough knowledge, skill and ability in building construction, inspection procedures and the Connecticut Building Code.

This is a professional position that requires an individual to work with independence and limited supervision.

SUPERVISION RECEIVED

The Building Official works under the general direction of the Director of Planning and Community Development.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Supervises staff employee(s).
- Reviews constructions plans and inspects work in progress and confers with contractors and owners on corrections to be made.
- Analyzes information on department effectiveness and efficiency, determines operating policies and procedures and recommends department administrative and governing policies.
- Controls department expenditures within fund allocations and approves fund transfers for Chief Administrative Officer consideration.
- Assures safe work practices.
- Coordinates department goals, objectives and activities as a member of the management team.
- Receives building permit applications; reviews, checks and examines construction plans, specifications and drawings to determine Building Code, site plan, and related ordinance compliance with State and local codes; issues building permits; maintains appropriate building permit records.
- Oversees investigations of Building Code and related regulation violation complaints and institutes action to prosecute violators of the building code; represents the Town in legal matters regarding Building Code issues.
- Participates in building inspections and issues violation notices if needed to violators; conducts occupancy inspections on both new and existing buildings, and issues permits accordingly.
- Provides information and counsel on building code requirements to residents, builders, architects, engineers, attorneys and Town staff.
- Develops annual department financial budget and monitors throughout fiscal year; provides monthly reports to CAO regarding department activities.
- Oversees proper maintenance of all applications, permits, plans and correspondence regarding buildings within the Town.

ESSENTIAL JOB FUNCTIONS (EXAMPLES) — Cont.

- Attends seminars and other continuing education classes as required by State of Connecticut for maintaining required certification as Building Official; maintains ongoing awareness of construction trends / new materials through trade journals and attending seminars and trade conferences.
- Processes applications to the Building Code Board of Appeals; attends Building Code Board of Appeals meetings to respond to questions.
- Coordinates development and construction issues with Land Use Department as necessary.
- Recommends passage or amendment of building, electrical, mechanical and plumbing codes as required; assists in developing other Building Department related ordinances and codes.
- Performs other duties and special projects as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of building construction principles and practices.
- Thorough knowledge of the building code and inspection principles and practices.
- Considerable knowledge of public administration principles and practices as applied to a Town department.
- Considerable ability to communicate orally and in writing and to lead others in the department.
- Thorough ability to enforce the Basic Building Code and related regulations with firmness and tact.
- Considerable ability to administer policies and procedures at the departmental level including goals, objectives, planning, financial management, decision-making, and report development and writing.
- Thorough ability to establish and maintain effective working relationships with coworkers, vendor, contractors, consultants, other governmental agencies and the general public.
- Considerable ability to read and interpret building plans and blueprints and apply knowledge to construction work in the field.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/ or other written materials.
- Capability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Ability to present technical information in a clear, concise manner to non-technically oriented persons.
- Commitment to excellence in customer service.
- Ability to develop, implement and monitor an annual budget,
- Supervisory skills to effectively lead building inspection and ordinance enforcement staff toward achieving departmental goals.

PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS

Sufficient physical stamina to climb ladders, crawl into limited spaces, and to lift light to medium weights. Ability to work in extreme weather conditions, including heat, cold, rain and snow. Ability to

walk on rough terrain to inspect properties and sites that are rough and uneven is necessary. Ability to work under stress, especially regarding fire investigation and enforcement duties is expected. Exposure to building hazards when conducting investigations and inspections is routine and precautions must be taken. Includes exposure to video display terminals on a daily basis. Some highway driving in hazardous weather conditions is necessary. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. Business travel may be required. The employee will be required to provide his/her own transportation.

REQUIRED MINIMUM QUALIFICATIONS

An Associate's degree from a recognized college in construction technology or a related field plus three (3) years' experience as a building official or assistant building official or five (5) years of progressively responsible building construction and trades experience including at least two (2) years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year for-year basis.

LICENSE OR CERTIFICATE

Must be a Connecticut Certified Building Official.

Must possess a valid driver's license.