

## **TOWN OF SOUTHBURY**

## **POSITION DESCRIPTION PART TIME NON-EXEMPT**

Departments: Building	Incumbent:	Title: Assistant to the Building Official
Date: SBOS Approved 6/25/19		Grade: 9

### **Primary Accountabilities**

Administers and enforces all State of Connecticut Building Codes, Statutes, Town of Southbury Ordinances and Regulations relating to construction, and all related codes to ensure the public safety, health and welfare affected by building use and construction and to secure safety to life and property from all hazards incident to the occupancy of building and structures, as delegated.

Provides technical assistance to the public, contractors, developers and staff as appropriate. Inspects sites, reviews permits, monitors construction, receives complaints and issues notices concerning the Building Code and/or regulations. Responsibilities may require performing site inspections after hours and on weekends as needed.

Assists in reviewing plans and specifications for compliance with the State Building Code, Town of Southbury Ordinances and Regulations; in the issuance of permits; and in building inspections. May perform some of the duties of the Building Official as delegated.

### **Reports To**

Building Official

### **Consults With**

Developers and their representatives, relevant state and town agencies, Director of Public Works on Town building projects, and the general public.

### **Directly Supervises**

No one.

### **Duties and Responsibilities**

Confers with and interprets code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public.

Receives applications for permits, including related site plans, and distributes same for action by others.

Reviews applications for permits for completeness and compliance with the applicable Codes and Regulations; reviews plans for issuance of permits. Issues permits when applications are in order and after action by other agencies having jurisdiction, including agencies having related regulatory authority.

Inspects sites and properties to determine compliance with applicable Codes and Regulations; inspects building and other structures in the process of construction, alteration or repair for compliance with approved plans and specifications; takes appropriate action to secure compliance with codes and ordinances including the issuance of cease-work and corrective orders.

Recommends issuance of Certificates of Compliance upon completion of development projects and demonstration of compliance; makes final inspections construction sites, completed buildings and other structures to determine conformity with permit issues.

Receives and investigates complaints of violations of Building Regulations; issues notices and orders to violators; works with the Town Attorney on litigation concerning violations, and appears in court as necessary.

Maintains records of permits, Certificates of Compliance, inspections, complaints and violations and actions taken.

Provides a monthly report of activity; performs other duties and studies as requested by the Building Official.

Provides information and technical assistance to the public on Building related matters, explains and codes and ordinances to contractors, property owners and others.

Provides data to secretary for the maintenance of records and preparation of notices.

Investigates complaints of violations to Building and other building construction and land-use Codes, Ordinances, and/or Regulations.

### **Other Functions**

Performs support clerical duties. Other duties as assigned.

### **Required Knowledge, Skills and Abilities**

Thorough knowledge of the State Building Code and regulations, and the principles of regulations and enforcement.

Thorough knowledge of principal trade practices, methods and materials used in building design, construction, alteration or repair.

Knowledge of electricity, heat source types, fuel storage and piping.

Knowledge of planning and development process and how it relates and interacts with building code enforcement and inspections.

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Ability to read and interpret architectural plans, building construction plans, drawings and specifications.

Ability to inspect and evaluate construction at all phases of completion.

Ability to enforce regulations firmly and courteously.

Ability to establish and maintain effective working relationships with town staff, officials, state agencies, contractors, public, etc.

Aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people.

### **Required Equipment Operations**

Ability to operate standard office equipment including but not limited to telephone, copy machine, computer, etc.; operates typical field equipment, i.e. shovel, soil auger and camera, etc; able to use scales of various measures; drives a motor vehicle.

### **Required Physical Effort**

Sitting at a desk or standing at an assigned location and working continuously for extended periods of time utilizing various office equipment; climb a ladder, may enter into confined spaces and possess enough agility to negotiate a construction site. Lifting and carrying of up to 50 pounds of supplies, equipment, permit plans and files without assistance.

Work is performed in office and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises when working out of doors tasks are performed under possible adverse weather conditions, including extreme hot and cold; office work entails meeting with customers to process permits, questions, etc.

### **Required Qualifications (Minimum)**

Graduation from high school plus trades training, five years of experience in construction design or supervision of building construction projects, as required by Section 29 of Connecticut General Statutes. Must have or be able to obtain certification by the State as an Assistant Building Official within 90 days of hire. Must possess a valid Connecticut motor vehicle operator's license. Specialized course work related to the building trades, a plus.