

**TOWN OF MARLBOROUGH
BUILDING OFFICIAL**

Position Summary/Purpose:

The purpose of this position is to provide for the safe construction, use and occupancy of residential, commercial, recreational and institutional structures and to protect the investment in real property through the proper administration and enforcement of the CT State Building Code and all federal, state and local ordinances, statues and regulations which may apply. The Building Official is also authorized to adopt policies and procedures in order to clarify the application of Code provisions.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations 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.)

1. Performs inspections and investigative, enforcement and administrative duties to assure that residential, commercial and other properties comply with the State Building Codes and other regulatory requirements.
2. Receives and reviews proposed building and related construction plans. Participates in preliminary reviews and consultations with other town departments concerning major building projects and related issues of significant impact.
3. Confers with and explains code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public.
4. Coordinates the building permit process and issues certificates of use and occupancy.
5. Oversees and participates in the inspection of all construction work or alterations in progress to ensure compliance with building, plumbing, mechanical and electrical codes and standards.
6. Makes field inspections of fire damaged and potentially hazardous buildings and structures, issues orders of unsafe conditions, and takes appropriate follow-up action.
7. Receives and investigates complaints of code violations; initiates regulatory or legal action as warranted.
8. Prepares and administers operating budget for department; presents budget to the Director of Planning & Development.
9. Responds to severe incidents on a 24-hour, 7 days per week, basis.
10. Develops department policies and procedures with the approval and direction of the Director of Planning & Development and First Selectman
11. Assures safe working conditions for employees as required by State and Federal Agencies.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues training; keeps current with construction regulations, trends, and technologies. Completes mandated continuing education requirements.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with graduation from a vocational technical program or completion of an apprenticeship training program in a construction trade and a minimum of five years of progressively responsible experience in the construction trades; or an equivalent combination of education training and experience which demonstrates possession of the required knowledge, skills and abilities, including 2 years of supervisory experience and 2 years of experience as an Assistant Building Official.

Special Requirements:

Must maintain a CT Building Official License
Must have and maintain: Valid CT Driver's License

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of:

- The CT State Building Code, plus related ordinances, regulations and state statutes;
- Commercial and residential principal trade practices (plumbing, mechanical and electrical); methods and materials used in building design, construction, alternation or repair; electricity, heat source types, fuel storage and piping, hazardous materials; sanitary and fire protection systems;
- Planning and development processes;
- Supervisory and labor relations, and
- Working knowledge of appropriate technology and computer applications.

Ability: Ability to read and interpret construction plans, drawings and specifications; ability to perform technical research, calculations and analysis related to building specifications; ability to coordinate building operations with other development procedures; ability to analyze, interpret and explain State of CT and local building regulations and ordinances; ability to deal effectively with Town staff, engineers, contractors, installers, and the public; ability to write letters and to resolve issues; ability to enforce regulations firmly and courteously; ability to use internet for research; ability to prepare and administer operating budgets for the functional departments; ability to prepare and present technical and narrative reports in oral and written form and to deliver public educational material;

Skill: Excellent verbal and written communication skills; aptitude for working with technical materials, specifications and drawings; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using building trades and public health-related tools and techniques; skilled in enforcing regulatory codes and taking corrective actions.

Supervision:

The Building Official is required to exercise considerable independent judgment in administering and managing its functional duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Performs a variety of technical, administrative and supervisory responsibilities requiring knowledge of standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others. Errors in judgment or omissions could result in monetary loss; injury to self, Town staff and the public; damage to buildings and equipment; delays in service and legal ramifications.

Supervision Received: Works under the administrative direction of the First Selectman and the general direction of the Director of Planning and Development, following professional standards, procedures and policies.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately noisy office or at meetings with regular interruptions throughout the day from the public/other town staff. Work is performed in all phases of building construction and site conditions, including uneven ground and unfinished buildings. On occasion, works in unprotected areas and heights above grade. Outdoor working conditions include adverse weather of extreme heat or cold and precipitation; requires the operation of hand tools, testing equipment, telephone, personal computers, copiers, facsimile machines, camera, and other standard office equipment. Caution must be used to prevent any potential risk presented in construction environment, including possible exposure to toxic or hazardous substances, moving mechanic parts and electrical shock.

Makes frequent contact with developers, engineers, architects, contractors, public utilities, vendors, schools, recreational establishments, restaurants, and other community sites; Town staff, Town Officials, Town Boards and Commissions, and state, regional and federal officials and offices. Communication is frequently in person, by telephone, fax, email and in writing. Contacts require a high level of professionalism.

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other- uneven grounds and building sites		X		
Other- unfinished buildings		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Smelling			X	
Bending, pulling, pushing		X		
Other-Driving			X	
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down, or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

Please Note: This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.