



Town of Portland, Connecticut

33 East Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071
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Equal Opportunity Provider and Employer
Office of the First Selectman

Building Official/Blight Enforcement Official

Town of Portland, CT (EOE)

Deadline: **until filled**

Salary range: \$82,000-\$106,500

Send Town application with 3 letters of reference to: **First Selectman's Office, P.O. Box 71, Portland, CT 06480** or Email: mceppaglia@portlandct.org

Suburban municipality of 9,400 residents. Salary negotiable DOQ; 40 hours weekly (M-F); salary DOQ; Exempt, non-union, fringe benefits. Subject to pre-employment drug/alcohol testing, background check. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

Qualifications: Associates degree in construction technology or related field +6 years progressively responsible construction inspection experience including at least 2 years in supervisory capacity or equivalent combination education/experience. Licensed as a Building Official by the State Building Inspector as required by Section 29-261 of the Connecticut State Statutes. Must possess valid CT driver's license. Must have thorough knowledge of building inspection principles and practices. CAZEO certification a plus.

Essential Duties and Responsibilities:

- Responsible for safe, effective and timely enforcement of building codes.
- Enforces variety of codes, including CT State Building Codes, CT State Demolition Code, and local codes. Issues correction notices and citations.
- Examines building plans of all types to determine compliance with code requirements and related regulations.
- Explains and provides guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.
- Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance.
- Responds/resolves complex and sensitive building issues, either personally by telephone or in writing. Maintains records/documents of customer service issues and resolutions.
- Administers the permitting function, including application, fee assessment, collection, permit issuance, inspection and occupancy.
- Issues cease and desists orders and initiates and participates in other legal actions in the enforcement of codes and regulations. Hears and resolves citizen complaints.
- Prepares reports, completes forms and compiles information on completed work assignments.
- Responds to blight complaints as outlined in the Blight Ordinance and Citation Hearing Procedure Ordinance.
- Attends meetings as required.
- Complies with the Freedom of Information Act.

TOWN OF PORTLAND, CONNECTICUT

TITLE: BUILDING OFFICIAL

General Description

This is highly responsible building code enforcement work involving the administration and enforcement of building regulations.

Work involves responsibility for safe, effective and timely enforcement of building codes. Duties include directing building code regulations enforcement and administering department operations. This position also has the responsibility for making very difficult code and regulation enforcement and administration decisions. This work requires that the employee have thorough knowledge, skill and ability in building inspection operations and administration.

Supervision Received

Works under the general direction of the First Selectman and within state and local laws and regulations.

Supervision Exercised:

Clerical staff; other Building Department staff as assigned.

Essential Duties and Responsibilities:

Enforces a variety of codes, including CT State Building Codes, CT State Demolition Code, and local codes such as sprinkling and nuisance codes. Issues correction notices and citations.

Explains and provides guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.

Reviews current trends and developments in the field of construction. Examines building plans of all types to determine compliance with code requirements and related regulations.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance.

Responds/resolves complex and sensitive building issues, either personally by telephone or in writing. Maintains records/documents of customer service issues and resolutions.

Administers the permitting function, including application, fee assessment, collection, permit issuance, inspection and occupancy.

Issues cease and desists orders and initiates and participates in other legal actions in the enforcement of codes and regulations. Hears and resolves citizen complaints.

Prepares reports, completes forms and compiles information on completed work assignments.

Drafts the unit budget and controls and accounts for expenditures within fund allocations.

Responds to blight complaints as outlined in the Blight Ordinance and Citation Hearing Procedure Ordinance.

Attends meetings as required.

Performs related work as required

Complies with the Freedom of Information Act.

Nonessential Duties:

None.

Knowledge, Skills and Abilities:

Thorough knowledge of building inspection principles and practices.

Thorough knowledge of the Connecticut Basic Building Code.

Considerable knowledge of public administration principles and practices as applied to a specialized work unit.

Considerable ability to communicate both orally and in writing and to coordinate technical and specialized operational and administrative activities.

Considerable ability to enforce codes and regulations with firmness and tact.

Considerable ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.

Considerable ability to establish and maintain effective working relationships with coworkers, other Town official, board members, developers, contractors, engineers, architects, attorneys, property owners, and the general public.

Qualifications:

Associates degree from a recognized college in construction technology or a related field plus six years of progressively responsible construction inspection experience including at least two years in a supervisory capacity, or an equivalent combination of education and experience.

Must meet the eligibility requirements and licensure requirements for Building Official as prescribed by Connecticut State Statutes.

Special Requirements:

Must be certified as an Assistant Building Official, or Building Official under the provisions of the General Statutes of Connecticut at the time of hire.

Must have a valid Connecticut driver's license

Tools and Equipment Used:

Personal computer; motor vehicle; calculator; ladder or scaffolding; tape measure; electrical circuit tester; level and transit; small tools; camera and safety equipment such as hard hat and safety glasses; copy machine; fax machine; telephone system.

Physical Demands:

Work is performed in the office and field. Field work is required in the inspection of various land use development, construction sites. The work involves moderate risks or discomforts, which may require special safety precautions while working in a restricted area. May also involve exposure to diverse weather conditions in order to complete building inspection activities.

Must be able to push/pull objects weighing more than 25 lbs. Must be mobile and able to navigate through construction materials on uneven grade and able to perform simple manipulative skills. Must be able to sit or stand for prolonged periods and able to remain in uncomfortable positions for long periods. Able to perform tasks which require hand-eye coordination as well as arm-hand steadiness such as climbing a ladder. Work may occasionally be required beyond normal working hours.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.