

## TOWN OF CANTON

**TITLE:** Building Official  
**DEPARTMENT:** Land Use

**CLASS:** Exempt  
**DATE:** March 11, 2010

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### **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 Chief Administrative Officer.

### **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.

## **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.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve problems; use math and mathematical reasoning.
- Ability to lift up to 35 pounds necessary to move office files or equipment or for presentation at public meetings.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to work varied hours/ days/ night meetings to complete functions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/assignments given to self and others over long periods of time.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to walk on rough terrain to inspect undeveloped properties and sites that are rough and uneven due to ongoing construction.
- There is on-the-job stress; especially regarding public meetings, meeting report deadlines, working in an office with continuous interruptions, and subsequent enforcement responsibilities.
- Ability to observe and interpret situations, read and interpret data, information and documents.
- Ability to talk and hear, both in person and by telephone.

## **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.

## **LICENSE OR CERTIFICATE**

Must be a Connecticut Certified Building Official.

Must possess a valid driver's license.

**Note:** The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential 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 documents and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date