

**Town of Tolland, Connecticut
Job Description**

Position Title:	Building Official	Grade Level:	NU - 4
Department:	Community Development	Date:	4/14/09
Reports to:	Director of Planning and Community Development	FLSA Status:	Salaried Exempt

Statement of Duties: Employee is responsible for the planning, organizing and supervision of a building advisory, inspection and enforcement program to ensure compliance with the state building code; oversees the review of required permits applicable to building or structure construction and/or renovation plans, zoning ordinance compliance and municipal building projects and initiatives. Employee is required to perform all similar or related duties as directed by the department head.

Supervision Required: Under general direction of the Director of Planning and Community Development Coordinator, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is not responsible for the supervision of any Town employees, but does supply guidelines and information to team members.

Confidentiality: Employee does not have access to confidential information.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and enforcement of state laws and local ordinances.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may involve occasional work at heights or in confined or cramped

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quarters, or work around machinery and its moving parts. Employee may be required to work beyond normal business hours to attend evening meetings or to respond to emergency situations.

Nature and Purpose of Contacts: Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, personal injury, danger to public safety, legal repercussions, monetary losses, damage to buildings and equipment or personal injuries.

Occupational Risk: Duties generally do not present occupational risk to the employee. Minor injury could occur as a result of the employee's failure to properly follow safety precautions or procedures such as wearing protective clothing or hard hats when accessing job sites. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains while accessing construction sites.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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. Observes conditions and issues notices for correction to persons responsible for conformance with the state building code and/or local ordinances in conjunction with the Town's Zoning Enforcement Officer, Fire Marshall, health, planning and engineering staff; Researches, obtains evidence and prepares informational reports concerning compliance or violations which have not been corrected.
2. Reviews architectural building plans for building code requirements and approves plan for issuance of building permits.
3. Explains requirements, polices, procedures and ordinances; recommends compliance procedures to contractors, architects and engineers, craft workers and owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.
4. Prepares and maintains inspection records and prepares reports for use by other Town and state officials, administrative or judicial authorities; confers with other code inspectors when necessary.
5. Works with Town Zoning Enforcement Officers in enforcement of Zoning Regulations.

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6. Attends public meetings as necessary to discuss building codes, flood zones, building construction or renovation plan reviews and other related issues.
7. Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, and safety laws and approved plans, specifications and standards as needed.
8. Works with Town Staff, contractors and consultants to provide oversight of municipal building projects and participates in related grant applications.
9. Responds to natural disaster emergencies; supervises damage team members and volunteers.
10. Oversees the processing of building permit applications for the construction of buildings and structures and the inputting information into department databases.
11. Prepares and administers an annual operating budget

Recommended Minimum Qualifications

Education and Experience: High School/Vocational Diploma or equivalent and five (5) years of prior work experience in the construction field plus journeyman ability in a trade or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Class D Motor Vehicle Operator's License
State Certification as a Building Official

Knowledge, Abilities and Skill

Knowledge: Working knowledge of applicable state, local and federal laws and regulations and department practices and services including HVAC, building, subdivision, and trade practices (i.e. electrical, plumbing, mechanical); working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management and supervision; knowledge of the Town's geography, related building code enforcement agencies and surrounding jurisdictions. Working knowledge of personal computer and office software (i.e. word processing and spread sheet applications).

Abilities: Ability to interpret and enforce state, local and federal laws (A.D.A.) including the State Building Code and the federal Flood Plains Act (FEMA). Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, professionals, property owners, designers, contractors, subcontractors and other regulatory agencies. Ability to enforce laws and regulations in an impartial manner.

Skills: Proficient oral and written communication skills; efficient data processing skills.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them.

Motor Skills: Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as accessing rough terrain and construction sites, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers and operating a motor vehicle.

Visual Skills: Employee is routinely required to read documents for general understanding and for analytical purposes. Must be able to distinguish colors.