

TOWN OF SOMERS

Position Description

Title: Assistant Building Official
Department: Land Use Services
Reports To: Building Official /
Assistant Land Use Director

Supervises: None
FLSA Status: Part-time, non-exempt
Bargaining Unit: None

Position Summary: Perform building inspection work, which involves a thorough knowledge of the State Basic Building Code, National Electric Code, Plumbing Code, Mechanical and Energy Conservation Code, Fire Safety Code, Planning and Zoning Regulations, and all other codes referenced in the Basic Building Code.

Job Duties:

- Plan examination.
- Mechanical inspection – HVAC.
- Plumbing inspection.
- Electrical Inspection.
- Housing inspection.
- Interpret and enforce ordinances, codes, and statutes.
- Write concise reports.
- Deal effectively with the public.
- Appear and testify in court action if required.
- Attend meetings if required.
- Other duties as assigned.

Teamwork: Works cooperatively with other land use professional staff to review building plans to ensure compliance with local building and zoning regulations and state building codes. Coordinates work assignments with land use administrative staff in cooperation with other land use professional staff members. Works cooperatively with other departments to maintain the necessary town and regulatory records.

Technical: Serves as a technical/advisory expert on building codes and construction issues for town agencies and land use boards and commissions as requested, including oral and written reports, statistical analysis, and preparation of maps and graphics. Serves as a subject matter expert on building construction, electrical, mechanical systems, and codes.

Last Revision Date: 11/23

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Qualifications:

- Shall be a licensed State of Connecticut Building Official or Assistant Building Official and meet the qualifications of CGS 29-261.
- Assistant Building officials shall have had at least three (3) years' experience in construction, design, or supervision, or equivalent experience as determined by the Commissioner of Administrative Services.
- They shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically disabled, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities and on other items of equipment essential for the safety, comfort and convenience of occupants and shall be certified under the provisions of section 29-262.
- Ability to interpret engineering and architectural plans, drawings, and specifications.
- Ability to prepare concise written reports.
- Valid motor vehicle operator's license.

Physical Requirements:

This position combines field and office activities, with more than 50% of the job performed in the form of field inspections. The incumbent must be able to:

- Regularly work near field and job sites, including walking over various terrains for distances up to a mile.
- Climb and crawl to remote sites and through constricted spaces to perform inspections.
- Stand and walk to access records and files while assisting the public within the land use office environment.
- Tolerate occasional exposure to variable or inclement weather conditions for over one hour.
- Intermittently sit and work using a computer and telephone or listen to information for periods over one hour
- Lift 25 to 50 pounds.
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title. It must not be construed as a complete inventory of the position's duties, responsibilities, and qualifications. Employment in Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.