

TOWN OF SOMERS

Position Description

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

Supervises: None
FLSA Status: Full-time, exempt
Bargaining Unit: None

Position Summary: Plans, organizes, and directs a comprehensive building advisory, inspection, and enforcement program; administers and enforces the state building code, town building ordinances, and regulations related to health, safety, and fire codes; and provides technical consultation and assistance to town boards and commissions. Provides accurate, timely, and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service Delivery: Responsible for the routine daily operation and oversight of land use activities related to building and construction codes and permitting. Receives proposed building and related construction plans. Participates in preliminary reviews and consultations concerning major building projects. Confers with and interprets code provisions to architects, engineers, contractors, and members of the public. Receives fees and issues permits. Negotiates with developers to evaluate and authorize changes in approved plans. Provides information to town boards and commissions and to various special committees. Oversees all construction work in progress to ensure conformity with code and regulations. Issues certificates of use and occupancy. Prepares narrative and statistical reports of some complexity for the Director upon request. Prepares budget recommendations for the unit. Administers approved annual budget for the unit. Reports work accomplished to the Director /Assistant. Oversees the organization and maintenance of unit files. Transfers permit fee revenue to Town Treasurer. Maintains minor bookkeeping records of fee activities. Coordinates building inspection. Works closely with police, Sanitarian, Zoning Enforcement Officer, and the Fire Marshal in inspection and review duties. Evaluates the results of various tests, such as soil and materials tests, to ensure compliance with standards. Prepares various reports for state and federal agencies. Responsible for the review and approval of applications for building permits and certificates of occupancy to ensure compliance with zoning regulations. Responsible for zoning compliance review of subdivision, change of use, new commercial use, and special use applications, and for supporting the Zoning Commission in the Commission's work to review and ultimately approve these applications.

Teamwork: Works cooperatively with other Land Use professional staff to review building plans to assure compliance with local building and zoning regulations and state building codes. Coordinates work assignments for 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 technical/advisory expert on building code and construction issues for all Town agencies and land use boards and commissions, including oral and written reports, statistical analysis, and preparation of maps and graphics. Serves as subject matter expert on the topics of building construction, electrical, mechanical systems, and codes.

Last Revision Date: 2/22

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Financial: Prepares and administers building department budget within prescribed authority levels and Town financial policies and procedures. Prepares quarterly State Education Fund fee reports/remittance.

Qualifications:

- Graduation from a vocational-technical school program in a construction trade, or completion of an apprenticeship training program in a construction trade skill, and five years of increasingly responsible experience in the construction trades.
- Two years experience as an Assistant Building Official is desirable.
- Certification as a Building Official.
- Considerable knowledge of building construction practices.
- Considerable knowledge of building codes and regulations.
- Considerable knowledge of Zoning regulations, policies, and practices.
- Ability to supervise.
- Ability to interpret engineering and architectural plans, drawings, and specifications.
- Ability to prepare concise written reports.
- Ability to publicly present reports in a clear and concise manner.
- 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 in the course of providing assistance to the public within the land use office environment.
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour.
- Intermittently sit and work using a computer and telephone or listen to information for periods in excess of 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 and must not be construed as a complete inventory of the position's duties, responsibilities, and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.