

BUILDING INSPECTOR

Town of Weston, CT seeks State Certified Building Official. Chief duties include: issues building permits, reviews plans, calculates permit fees, conducts inspections, informs applicants of submission and code requirements, and works with other officials in Town compliance efforts.

State Certified Building Official designation and drivers license required, degree preferred. 4.5 day work week, \$71,787 plus benefits. Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, CT. 06883. Or apply electronically to tlandry@westonct.gov See full position description at www.westonct.gov. Resume review will begin August 18 and continue until position is filled.

TOWN OF WESTON BUILDING INSPECTOR

Position Purpose:

The purposes of this position are to provide for the safe construction and occupancy of structures and for the protection of investments in real property by assuring structures meet or exceed building code requirements and related standards. This is accomplished by the research and application of state building code in force and effect within the Town. Compliance is achieved through the permit review process, inspections, and enforcement of the building code, the review of applications and associated site, structural and other required construction plans. The Building Official is responsible to plan, organize, implement and supervise a comprehensive building inspection program and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible technical and administrative duties requiring a strong knowledge of the International BOCA Building Code, familiarity with other applicable construction and related codes, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish code enforcement through the ability to interpret laws.

Supervision Received: Works under the direction of the Land Use Director; follows established policies and state statutes and codes where appropriate.

Supervision Given: Supervises the Administrative Assistant Building-ZBA for building office requirements; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Work is performed in moderately noisy office and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises; usually noise levels are moderate to loud; when working out of doors tasks are performed in most weather conditions and on uneven terrain; office work entails meeting with customers to process permits, questions, etc.

Requires the operation of a motor vehicle, cellular and other telephones, measuring/testing devices, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with contractors, property owners, architects, engineers, lawyers, Fire Personnel, State Building Inspector, Town Attorney, Board and Commission members. Communication is frequently in person, by telephone, fax, email, certified mail and in writing. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

Errors in judgment or omissions could result in delay in service, monetary loss and or rework, potential liability and public safety compromised.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

- Issue building permits, based on a review of sign-offs from all Land Use departments, and evidence of license and insurance from all contractors, as required. Issue permits for such items as plumbing and wiring and review subcontractor plans.
- Review building plans to verify that all building, plumbing, mechanical and electrical codes and regulations are met. Determine the cost of construction for new homes, implement fee schedule and charge the applicant. Collect fees and on a regular basis, deposit such fees with the Finance Director. Prepare monthly report on building activity in the town.
- Conduct inspections on a scheduled and/or random basis for all phases of building construction including; electrical; plumbing; heating and air conditioning; structural and insulation. Review sign-offs from all Land Use departments as required to issue a final certificate of occupancy, which includes compliance that all building requirements are met. Enforce compliance through meetings with contractors and owners and possible use of cease and desist orders.
- Determine what approvals are needed for Health District approval and give basic information to applicants.
- Work with Zoning Enforcement Officer in reviewing any building plans for compliance with the Town Zoning Ordinance especially lot size, setback distance, and elevations.
- Maintain database on building permits and inspections; review permit and inspection information for compliance with building permits.
- Responsible for updating maintenance checklist and making recommendations for corrective measures for all Town buildings, excluding schools. Report to the Land use Director on at least an annual basis on such matters and include priorities and cost estimates as part of the report. Coordinate the services of Electrical and Plumbing Inspectors from other municipalities, as needed.
- Be available to answer questions of homeowners, contractors, lawyers, real estate brokers and the public and clarify CT State Building Code requirements.
- Assist the Building Committee and attend all meetings of the Boards of Selectmen and Finance, the Public Hearing on the budget, and the Town Meeting.
- Comply with OSHA.
- Oversees Town Hall minor construction projects and repair (such as boiler repair, new doors, added electricity, etc)
- Supervises, trains, assigns work, counsels and evaluates employee; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; Assures safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and Town Administrator.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Fills in for surrounding towns as needed in exchange for assistance
- Assists other departments or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Associates Degree or Advanced Technical Education and a minimum of five years' increasingly responsible experience in commercial construction and home building industry, design or supervision including two years work experience as an Assistant Building Official; OR an equivalent combination of education, work experience and vocational training.

Special Requirements:

Must have and maintain: State Certified Building Official. Valid CT Drivers License. Notary Public preferred.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the State Building Code and regulations, and the principles of regulations and enforcement; thorough knowledge of principal trade practices, methods and materials used in building design, construction, alteration or repair; knowledge of electricity, heat source types, fuel storage and piping, hazardous materials, sanitary & septic systems and fire protection systems; knowledge of demolition and condemnation practices.

Ability: Ability to read and interpret architectural plans, building construction plans, drawings and specifications; ability to inspect and evaluate construction at all phases of completion; ability to enforce regulations firmly and courteously; ability to assign, train, and supervise staff; ability to prepare and administer an operating budget for the department; ability to prepare and present technical and narrative reports in oral and written form.

Skill: Good verbal and written communication skills; aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups.; aptitude for working with paperwork and details; skill in using the above mentioned equipment; skills associated with the supervision and training of staff.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions | | | X | |
| Work in high, precarious places | | | X | |
| Work with toxic or caustic chemical | | | X | |
| Work with fumes or airborne particles | | | X | |
| Non weather related –extreme heat/cold | | | X | |
| Work near moving mechanical parts | | | X | |
| Risk of electrical shock | | | X | |
| Vibration | | | X | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing | | | X | |
| Walking | | | X | |
| Sitting | | | X | |
| Talking & Hearing | | | X | |
| Using hands/fingers to handle/feel | | | X | |
| Climbing or balancing | | | X | |
| Stooping, kneeling, crouching, crawling | | | X | |
| Reaching with hands and arms | | | X | |
| Tasting or smelling | X | | | |
| Bending, pulling, pushing | | X | | |
| Other - Drive | | | X | |
| Other-Describe | | | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds | | X | | |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 75 pounds | X | | | |
| Up to 100 pounds | X | | | |
| Over 100 pounds | X | | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | X | | | |
| Moderate noise (computer, light traffic) | | X | | |
| Loud Noise (heavy equipment/traffic) | | X | X | |
| Very Loud (jack hammer work) | | | X | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL VERSION APPROVED November 2007