

**TOWN OF DURHAM
BUILDING OFFICIAL**

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 Received:

Works under the direction of the First Selectman; following professional standards, procedures and policies.

Supervision Given:

None

Job Environment:

Work is performed in moderately noisy office and in all phases of building construction and site conditions; periodically works in unprotected areas and uneven surfaces 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 under possible adverse weather conditions, including extreme hot and cold; 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, manufacture representatives, lawyers, Fire personnel, State Building Inspector, Town Attorney, Board and Commission members. Communication is frequently in person, by telephone, fax, email, mail and in writing. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

Essential 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.)

- Performs inspection, investigative, enforcement and administrative duties to assure that residential, commercial, and other properties comply with the State Building Codes and other related codes and ordinances; This work is to be done in a timely fashion, so as not to hinder or add expense to taxpayer's projects.
- Receives proposed building and related constructions plans; participates in preliminary review and consultations with other departments concerning major building projects;

perform s plan review for compliance with: building, plumbing, mechanical and electrical codes and standard s; coordinate efforts with regional planning and zoning official, sanitarian and Fire Marshal 's Office.

- Helps explain regulations and requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public
- Supervises the Building permit process and calculates and issues Building Permits; issues certificates of use and occupancy
- Reviews permit applications for compliance with State Consumer Protection laws and office policy .
- Makes appointments and performs inspections of all construction or alterations in progress to ensure compliance with codes and regulations and issues orders for corrective action as warranted.
- Makes field inspections of fire damaged and potentially hazardous buildings and structures, issues orders of unsafe conditions, and takes appropriate follow-up action; assists the Fire Marshal in an investigation when requested.
- Determines and initiates regulatory or legal action in cases of violation of building codes and ordinances.
- Submits oral and written reports to Town officials and state agencies
- Attends training classes for maintenance of Building Official License (30 hours annually)
- Prepare and administer operating budget for department; present budget to the First Selectman, Board of Selectman and Board of Finance.

Other Functions:

- Performs similar or related work as required directed or as situation dictates.
- Continue professional development, maintaining knowledge of new building technology
- Assists other departments, offices 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 an Associate’s Degree and more than 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 (30 Credit Hours per year - 3-year cycle), valid CT Driver’s License.

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; strong knowledge of electricity, plumbing systems, mechanical and structural systems, fuel storage and piping, hazardous materials, sanitary & septic systems and fire protection systems

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 use internet to research manufacturer specification; 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

Errors and Omissions:

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

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the functions of this job, the employee is required to frequently drive to various job locations and occasionally the employee needs to sit to process paper work. While performing the duties of this job, the employee is frequently required to sit to drive, stand, walk and talk or hear; occasionally requires use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee must be able to access all levels of a construction site and traverse uneven terrain. Employee must be able to climb and kneel to inspect construction progress. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth vision. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Please send resume to:

Town of Durham

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Or

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