



Katherine Zygmunt

Acting Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

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VACANCY ANNOUNCEMENT

BUILDING OFFICIAL

This is very responsible administrative and technical position involving the direction of a municipal building department.

Work involves the responsibility for the inspection of all construction for conformance to the State Building Code and for inspection of buildings to assure compliance and enforcement of existing building codes. A Bachelor's Degree plus five years of progressively responsible experience in building construction and inspection or related experience and two years supervisory experience, or an equivalent combination of education and experience substituting on a year to year basis. **Must be a Certified State of Connecticut Building Official**, plus have five years of building construction, housing administration, or related experience. Must have a valid CT driver's license.

The salary range for this position is \$107,744.00 to \$128,294.40

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications with copies of all licenses/certifications to humanresources@meridenct.gov. Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.

Open until filled.

E.O.E.

Building Official

GENERAL DESCRIPTION:

This is a technical supervisory position with a high level of responsibility involving the direction of the building department. Considerable knowledge of all provisions of the Connecticut Building Code Laws is required.

Work involves the responsibility for the inspection of all construction for conformance to the State Building Code and for inspection of buildings to assure compliance and enforcement of existing building codes. Duties include policy recommendation, departmental planning, and direction and administration of departmental activities. This position also has the responsibility for making difficult building inspection technical decisions. The work requires that the employee have thorough knowledge, skill, and ability in every phase of building construction and inspection as it relates to residential, commercial, and industrial structures. Supervision is exercised over all staff of inspectors. Decisions, which involve inspectional and enforcement activities are made with almost complete independence, but are subject to administrative review and supervision by the Director of Planning and Development.

SUPERVISION RECEIVED:

Works under the direction of the Director of Development and Enforcement within State regulations, standards, and City ordinances.

EXAMPLES OF DUTIES:

Drafts and recommends policy to the Director of Planning and Development and plans for the implementation of building inspection goals and objectives.

Works independently, plans and organizes the activities of the building department according to standard or established procedures. Establishes priorities as needed.

Prepares complex narrative and statistical reports for the Director of Planning and Development and City Manager as needed.

Reviews and approves construction plans and specifications for commercial, residential, and industrial structure. Inspects construction for conformance with the State Building Code. Advises on corrective action as needed.

Physical ability to inspect construction work in progress.

Issues permits and certificates of occupancy. Serves as a clearinghouse for Zoning, Health, Fire, and other related departments in the approval process.

Reviews, interprets and implements laws, ordinances, regulations, and the State Building Code.

Administers and maintains approved annual budget for the department.

Supervises and trains staff.

EXAMPLES OF DUTIES: (CONT.)

Interprets code provisions to architects, engineers, contractors, and members of the public.
Evaluates and authorizes changes in approved plans.

Is on call to investigate complaints from the Fire/Police Departments. Must be available during off-peak hours to work in conjunction with the Fire Marshal's Office for fire inspections, hazardous building and unsafe buildings.

Interviews applicants for building permits and approves the issuance of Certificates of Occupancy, building, plumbing, mechanical, and electrical permits.

Assigns work, confers with, and provides guidance to building inspectors.

Prepares reports and budget documents as delegated.

Attends meetings with other municipal departments as required.

Inspects demolition for safety and conformance with requirements.

Directs the maintenance of a variety of records through clerical staff. Compiles information and prepares a variety of reports.

Confers with contractors, City officials, property owners, and the public to provide information and to resolve problems and complaints.

Responsible for supervising and assigning work to the structural, electrical, and plumbing code inspectors and to other assigned staff.

Assists in personnel actions such as hiring, termination, and evaluation.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of construction principles and practices.

Thorough knowledge of the State Building Code and related City and industry standards relating to construction.

Good knowledge of the principles and practices of public administration as applied to building department and municipal agency.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a municipal building department and to supervise the work of others.

KNOWLEDGE, SKILLS, AND ABILITIES: (Cont.)

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, contractors, and the general public.

Considerable knowledge in relation to plan review for commercial, industrial, and residential construction.

Ability to utilize permitting software to issue permits, stop work orders, and to monitor and log inspection activities.

Informed regarding the accepted requirements of design and construction relating to accessibility to and use of building by the physically handicapped.

Informed regarding the accepted requirements for safe exit facilities.

Informed regarding the quality and strength of building materials.

Ability to work under adverse physical conditions resulting from unsafe or uninhabitable structure.

Ability to explain code and regulating information to members of the public.

Ability to interpret engineering/architectural drawings and specifications.

QUALIFICATIONS:

A Bachelor's Degree plus five years of progressively responsible experience supervising in building construction and inspection or related experience, or an equivalent combination of education and experience substituting on a year-to-year basis.

Must be a Certified State of Connecticut Building Official.

SPECIAL REQUIREMENT:

Must have a valid CT driver's license.

Must have two years of experience supervising inspection work.