TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Assistant Building Official Classification: TH-10

Department: Building Inspection Date: March 12, 2019

Position Objectives:

Under direction, inspects new buildings, additions and renovations to existing buildings to enforce conformance to building codes, approved plans, specifications and standards.

Reporting Relationships:

Reports to: Building Official

Supervises: In absence of Building Official has responsibility for supervision of all

 department personnel.

Job Location and Equipment Used:

Half of the work is performed outdoors in all weather conditions. Official visits commercial and residential sites at all stages of construction. Inspections entail ability to climb ladders and general agility. Official will use Town vehicle to drive to construction sites. Office work entails reviewing plans, filling out reports, handling customer questions and using office equipment.

Essential Functions:

 1. Reviews construction plans and inspects buildings during and after construction to insure conformance to building, electrical, and plumbing codes.

 2. Observed conditions and issues notices for correction to persons responsible for conformance.

 3. Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.

 4. Keeps inspection records and prepares reports.

 5. Reviews requests for and issues building permits.

 6. Attends classes and seminars as required by the State of Connecticut to continue certification.

 7. In the absence of Building Official, assumes all duties to manage department.

Assistant Building Official - Continued

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

State of Connecticut regulations require licensure for the position of Assistant Building Official. The minimum for licensure is no less than three (3) years experience in the construction, design or supervision of construction of buildings on a full time basis. The candidate shall be generally informed on the qualities and strengths of building materials; the accepted requirements of construction; good practices of fire prevention; the accepted requirements for state exit facilities and on other items of equipment essential for the safety, comfort and convenience of the building occupants, and all other mandatory requirements in the Connecticut Basic Building Code (CBBC). Ability to enforce codes and regulations firmly, tactfully and impartially and to give advice on construction and related problems. Ability to maintain effective and cooperative relations with building owners, contractors and the public.