

JOB CLASSIFICATION DESCRIPTION

Job Title: Assistant Building Official	Grade: Town Administrators Grade 18
FLSA Status: Exempt	EEO Category: Professional
Job Classification Designation: Classified	Bargaining Unit: Non-Union

Job Summary: This position is responsible for performing complex professional and technical work in the administration of building and housing code enforcement activities, and other code enforcement activities as assigned. This position serves as Acting Director of Building and Housing Inspection in the Director’s absence, as assigned. May supervise professional, technical, and clerical staff as assigned.

Supervision Received: Works under the direction of the Building and Housing Inspection Director.

Supervision Exercised: May supervise professional, technical, and clerical staff as assigned.

Examples of Essential Duties:

- Assists residents, landlords, contractors, design professionals and other interested parties with regard to department programs and services in the areas of rental dwelling unit inspections, compliant investigations, and enforcement, Connecticut Building Code and quality of life related ordinance enforcement. Provides technical assistance and customer service for inquiries related to development proposals, permitting, and code interpretations.
- Coordinates all code enforcement aspects related to building projects from permit application to issuance of Certificate of Occupancy.
- Enforces the state building code, housing code, blight, nuisance, off street parking, and other regulations and ordinances as assigned.
- Reviews plans for compliance with applicable codes.
- Issues building permits and certificates of occupancy. Coordinates internally across departments to promote integrated and efficient permitting and enforcement.
- Conducts technical field inspections of new structures, additions, and renovations to determine conformance with applicable codes.
- Investigates potential violations and issues violation notices and citations. Assists in corresponding with applicants, property owners, and other stakeholders to achievement of required compliance. Assists with coordinating and responding to appeals and litigation matters as assigned.
- Conducts investigations of citizen complaints and takes appropriate actions to achieve compliance when applicable.
- Collects data associated with permitting and enforcement activities and prepares related reports.
- Maintains departmental filing and records systems, including the online permitting system and databases. Documents all activities conducted related to permitting and enforcement in appropriate software.
- Manages and completes special projects as assigned.
- Provides staff support and technical recommendations, often independently, to the Building Code and Housing Code Board of Appeals, and other assigned bodies.
- Maintains confidentiality and exercises sound professional judgment when handling sensitive or contentious matters.
- Coordinates, assigns and oversees workload for department staff; selects, trains, motivates, evaluates and disciplines staff as required; approves timesheets and paid time off. Ensures safe work practices.
- Assists with developing and implementing departmental policy, practices, regulations and ensures compliance.

- Provides recommendations to departmental leadership to increase efficiency in agency operations.
- Assists in preparing and monitoring annual departmental budget and performance measurements.
- Assists in the strategic planning and development of work plans for the Department.
- Attends conferences, seminars, and committee meetings as required.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
- Other related duties as assigned.

Knowledge, Skills and Abilities:

- Expert knowledge of code enforcement practices including regulations, ordinances, and laws.
- Expert knowledge of office administration practices and procedures.
- Expert knowledge of and ability to learn and use computer software systems.
- Advanced knowledge of the MS Office Suite.
- Basic administrative skills in the areas of reading and applying policy to a variety of situations.
- Prepare and analyze reports and carry out assigned projects to their completion.
- Ability to establish and maintain effective working relationships with Town officials, associates and the general public.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing code enforcement issues.
- Manage various computer applications including Excel and Word.
- Learn and use specialized software including management of permitting and enforcement activities and paperless meeting solutions and document management.

Minimum Qualifications: Any combination of education and experience equivalent to graduation from high school and considerable experience in building, electrical, plumbing, mechanical and zoning code enforcement and inspections work. Consideration will be given to equivalent experience, education, and training.

Special Requirements: The selected candidate must be a licensed Assistant Building Official at time of hire or appointment to the position. Successful completion of the International Code Council Building Inspector Exam and Code Enforcement Exam is required within one year of hire or appointment to the position. Candidates are required to possess a valid driver's license. Incumbents must maintain their required licensures during the course of their employment with the Town.

Selected candidate(s) will occasionally be required to perform evening, holiday, or weekend work when responding to emergencies that require a Building Official, or to support the work of assigned boards and commissions.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C			
Physical Demands					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting			X		Driving			X				
Lifting			X		Physical Strength:							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)		X					
Pulling			X		Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			Environmental Conditions							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes		X					
Reaching			X		Wetness		X					
Handling				X	Humidity		X					
Grasping			X		Extreme Noise or Vibration	X						
Twisting			X		Exposure to Chemicals	X						
Feeling			X		Exposure to Gases and Fumes	X						
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to Bodily Fluids	X						
Repetitive Motion				X	Exposure to Dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X						
Visual Acuity/Near				X	Mechanical Hazards	X						
Visual Acuity/Far				X	Physical Danger	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.