



# Town of Branford Job Announcement

## Assistant Building Official

**Department:** Engineering, Building & Land Use

**Status:** Mon-Friday, 8am to 4:30pm FT

**Location:** Town Hall

**Pay Scale:** \$34.64 an hour, increase 7/1/24 to \$35.51 an hour, increase on one year anniversary to \$39.69, increase 7/1/25 to \$40.67 plus a generous benefits package.

**Union/Affiliation:** UPSEU-Branford Employees Union

**Employment Type:** 40 hours Full Time

**Reports to:** Building Official

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Would you like to become a member of a successful and productive employee team to increase the value, safety, and beautification of the Town of Branford?

This position will 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 under supervision. The Assistant Building Official administers the CT State Building Code and applicable ordinances, statutes, and regulations to ensure the public safety, health and welfare affected by building construction and to secure safety to life and property from all hazard incidents to the occupancy of buildings and structures. The Assistant Building Official is responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control.

### **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.)*

- Performs inspection, investigative, enforcement and administrative duties to assure that residential, commercial, and other properties comply (including seawalls and docks) with the State Building Codes and other related codes; enforces other related ordinances and State Statutes for the Town.
- Assists with reviews and accepts proposed building and related constructions plans. Assists with plan review for compliance with building, plumbing, mechanical and electrical codes and standards. Coordinate efforts with Planning, Engineering, Health District, Utilities, State Agencies and Fire Marshal's Offices
- Confers with and interprets code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public. Refers difficult issues to Building Official.
- Accepts Building permits and calculates and issues Building Permits,
- Reviews permit applications for compliance with State Consumer Protection laws and office



policy such as confirming workers compensation coverage and contractor licenses.

- Oversees and participates in the inspection of all construction or alterations in progress to ensure compliance with codes and regulations and issues orders for corrective action as warranted.
- Make field inspections of fire damaged and potentially hazardous buildings and structures, issues orders of unsafe conditions, and take appropriate follow-up action; assists the Fire Marshal in an investigation when requested.
- Attends training classes for maintenance of Assistant Building Official License.
- Manages office during Building Official's absence.

### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continuing professional development; maintaining knowledge of new building technology.
- Assists other department staff as needed to promote a team effort to serve the public.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible technical duties requiring a strong knowledge of the building codes as modified for the State of Connecticut, familiarity with other applicable construction and land use related codes, and a exercise of judgment and initiative to effectively and efficiently accomplish code enforcement through the ability to interpret laws.

*Supervision Received:* Works under the general direction of the Building Official following professional standards, procedures, and policies.

*Supervision Given:* None

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

The qualifications required would generally be acquired with a High School Diploma or GED training in a field related to building construction and/or design and have over five (5) years of experience in the construction or design of buildings or any equivalent combination of education, training and experience to meet state certification requirements.

#### **Special Requirements:**

Must have and maintain: State Certified Assistant Building Official license or currently studying and in a Building Official certification program. Valid CT Driver's License.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Strong knowledge of the State Building Code, General State Statutes and regulations, and the principles of regulations and enforcement; strong knowledge of commercial and residential principal trade practices (plumbing, mechanical and electrical), 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 planning and development process and how it relates and interacts with building code enforcement and inspections; knowledge of appropriate computer 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 conduct research to understand new building technology and products; ability to multitask; ability to learn and enforce related Town

regulations.

*Skill:* Good verbal 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; conflict resolution skills; skill in using the mentioned equipment.

**Job Environment:**

Work is performed in 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 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 devices, electrical and voltage testers, light meter, infer-red meter, thermometer, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with contractors, property owners, architects, engineers, lawyers, realtors, Fire Marshals, health department, public utilities, State Building Inspector, State Agencies, Town Attorney, Town staff. 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.

*We are an equal opportunity employer, women and minorities encouraged to apply. All resumes are confidential.*

*Candidates must successfully pass a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.*