



TOWN OF MANCHESTER



POSITION AVAILABLE

ASSISTANT BUILDING OFFICIAL

37.5 hours per week

\$62,434.71- \$75,071.06

CLOSING DATE: FRIDAY, MAY 26, 2017

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under direction of the Chief Building Inspector, responsible for enforcing the provisions of the building code and property maintenance code. Under minimum supervision and on own initiative, performs diversified tasks including enforcement of all provisions of the building code, property maintenance code, local ordinances and state statutes.

DESIRABLE KNOWLEDGE AND SKILLS: Knowledge of methods, materials and practices used in building construction, alteration and repair, of principles of structural engineering and design, and of modern office procedures related to code enforcement, including computerized procedures. Knowledge of building codes, property maintenance codes, fire codes, state and local codes, principles of zoning regulations and enforcement and of other laws pertaining to construction and of the principles of structures engineering and design.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or vocational school required, Bachelor's degree preferred. Five (5) years of experience in building construction, design or supervision including one (1) year of experience performing construction inspection work, complex plan review work and enforcement of property maintenance and zoning regulations. Licensed as a Building Official or Assistant Building Official by the State Building Inspector as required by Section 29-261 of the Connecticut General Statutes. Must possess valid Connecticut motor vehicle operator's license.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line at (860) 647-3170 or visit our website at: <http://townofmanchester.org>. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.