

**TOWN OF MANCHESTER**  
**POSITION GUIDE**

**Title:** Assistant Building Official  
**Department:** Public Works/Building Inspection  
**Reports To:** Chief Building Inspector

**NATURE OF WORK**

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.

**ESSENTIAL JOB FUNCTIONS**

Conducts plan reviews and evaluates drawings and specifications for code compliance; conducts field inspections of structures or premises under the jurisdiction of the town's property maintenance or other codes as applicable to determine whether structures or premises are in conformance with town and state codes. May issue orders for corrective actions as required.

Meets with applicant to resolve code compliance discrepancies. Augments revision of documents to insure that the minimum standards of the code are maintained for the safety, health and welfare of the public. Prepares written notices and verifies corrections of violations and monitors the code enforcement process.

Conducts field inspections and inspects and approves construction materials, methods and processes for code compliance. Records violations and approvals. Insures conformity with applicable codes, designs and standards for safe construction and maintenance of buildings and property.

Disseminates code information to the public, engineers, architects and contractors. Discuss and document housing complaints referred for action or review. Explains intent of the code, regulations and statutes with written or verbal explanation.

Provides documentation of reviews, complaints and inspections. Researches interpretations and reference data from applicable standards. Provides accurate history of construction process denoting changes and appropriate approvals for the issue of certificate of occupancy, use or completion.

**OTHER JOB FUNCTIONS**

Reviews plans, proposed construction or alteration of buildings for conformance with building code, zoning regulations, town property maintenance code and other applicable standards. May recommend changes in plans and issue construction permits.

May assist in zoning enforcement. Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

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.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES CONTINUED**

Ability to read and interpret building construction plans, drawings and specifications and make systematic and effective inspections and enforce regulations and to enforce regulations uniformly and impartially.

Ability to perform effective field inspections, to enforce orders firmly and courteously based on the findings of such inspections, and to perform research and prepare technical reports and recommendations.

Ability to communicate effectively in oral and written form, frequently in controversial or sensitive circumstances, and to use or learn to use computers.

Ability to establish and maintain effective working relationships with other employees and with the public.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Able to lift objects weighing more than 20 lbs. Must be mobile and able to perform moderately difficult manipulative skills. Able to sit and stand for prolonged periods of time. Must be able to perform gross body movements; tasks which require hand-eye coordination; tasks which require arm-hand steadiness.

Must be able to see objects far away, as in driving; see objects closely as in reading or typing a report; and discriminate colors as in house colors, electrical wires or warning lights. Able to hear sounds with some background noise and communicate through human speech using the English language.

Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to several ideas at a time, understand the concepts behind ideas and relate to the theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Ability to work in a professional manner with co-workers, customers and the public at large.

Exposure to high and low temperatures and seasonal conditions in outside weather. May be exposed to dust and electro-magnetic radiation as in computer screens.

### **MINIMUM TRAINING AND EXPERIENCE**

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.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***