

BUILDING OFFICIAL/ZONING ENFORCEMENT OFFICER

Position Purpose:

The purpose of this position is to provide for the safe construction of structures and additions thereto; to certify suitability for occupancy; to review and apply zoning regulations and related ordinances; to verify proposed and existing property use is consistent with requirements of the Town's zoning regulations; to enforce Planning and Zoning Commission requirements; to help provide for the protection of investments in real property by assuring that structures and uses meet or exceed building codes, zoning requirements and related standards. It is expected that the position will achieve compliance with adopted standards through education, the permit review process, inspections, and enforcement actions. The position will coordinate construction plan reviews and code compliance activities with other inspectors and agencies. The position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations. Duties require strict adherence to applicable Federal, State and municipal laws.

Supervision Received: Works under the general direction of the Director of Planning and Development (Town Planner) and in accordance with established general and special orders, rules, regulations, policies and procedures of the department. Implements directives of the Planning and Zoning Commission; refers unusual cases to the State Building Official and/or his or her supervisor. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises assigned office staff by assigning tasks and giving instructions.

Job Environment:

Work is performed in an office and in field conditions, where sometimes there may be adverse weather conditions, including extreme hot and cold conditions of a construction site; fumes, vibrations and other hazardous elements may be encountered; and some work may be performed in moderate to very loud work environments.

The work requires the operation of an automobile, test equipment, telephones, computers, copiers, and other standard office equipment.

Makes frequent and/or periodic contact with members of the building community, external organizations, governmental agencies, and other municipal departments; communication is in person, by telephone and standard reports.

Has access to department related confidential information such as litigation; the application of appropriate judgement, discretion and professional office protocols are required.

Essential 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.)

- Reviews applications for construction permits, site plans, and building plans; calculates and collects applicable fees. Meets with lawyers, architects, engineers, developers, builders, and homeowners to determine building and zoning requirements and the granting or denial of building permits.
- Inspects occupied structures, buildings under construction, alteration, repair or demolition for compliance with building, zoning and other adopted codes or standards enforceable within the Town; ensures that appropriate corrective actions are taken.
- Enters relevant data and information into the Town's building permit processing and inspections systems (OpenGov); prepares correspondence; refers extended non-compliance cases to and coordinates with the Town Attorney to bring about compliance with code and other requirements.
- Acts upon and provides guidance regarding questions relative to the mode or manner of construction and the materials to be used in the construction, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements. Interprets building and zoning codes and laws to homeowners, builders, contractors, architects, and others advising on proper relevant procedures to follow.
- Investigates complaints of alleged zoning and code violations and takes appropriate action; confers with the Town Planner and State Building Inspector as needed.
- Consults with other municipal departments and agencies concerning building safety within the Town; may assist other area municipal building officials on a reciprocal or other service sharing arrangement.
- Responds to fires to review building security, suitability for occupancy, code violations and condemnation requirements.

Other Functions:

- Maintains building and zoning inspection records and prepares reports from same. Assures the communication of project status and completed building construction/demolition to the Town Assessor's Office.
- Keep summary data on building and land use permits issued by type or category of activity including home occupations and accessory apartments.
- Maintains current knowledge of all applicable laws, codes, and rules and regulations regarding departmental operations.

Performs similar or related work as required, directed or as situation dictates.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit and talk or hear; occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee must be able to access all levels of a construction site and traverse uneven terrain. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator.

Minimum Required Qualifications:

Education, Training and Experience:

Associate's degree in a field related to building design or construction; more than five years of construction supervision or inspection experience; or any equivalent combination of education and experience.

Special Requirements:

A valid motor vehicle drivers license must be maintained throughout the duration of employment in this capacity. Certification as a Building Official as required by the State of Connecticut and the Board of Building Regulations & Standards is mandatory.

Certified Zoning Enforcement Official (CZEO) designation by the Connecticut Association of Zoning Enforcement Officials (CAZEO) or obtain said certification within two (2) years of hire date.

In capacity of Zoning Enforcement Officer, may be required to attend some board or commission meetings in the evening.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress. Working knowledge of the equipment and materials essential for the safety, comfort, and convenience of building or structure occupants. Complete knowledge of state statutory requirements, adopted and in force building codes, and zoning ordinances.

Ability: Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially; ability to establish effective working relationships with applicants, members of the building community, other Town departments and boards, and the general public. Ability to communicate effectively orally and in writing. Ability to deal with the public firmly and courteously under adverse or strained conditions such as in investigating and enforcing potential code violations.

Skill: Skill in using the above methods and tools.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)