

Middletown, CT Job Description

Classification Title	Chief Building Official
Job Code	
Department	Public Works
Union Group	Teamsters 671
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to direct, plan, coordinate and supervise a comprehensive building advisory, inspection and enforcement program. ~~to~~ Administers and enforces building codes, ordinances and regulations regarding building, health, fire, planning and zoning codes. ~~and to p~~ Provides technical consultation and assistance to the City. ~~The work is performed under the direction of the Director of Public Works.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, directs and manages the operations of the Building Inspection department. Plans, administers and monitors the annual budget.
- Supervises department personnel. Assists in selecting new employees. Coordinates educational and development training. Plans, coordinates, assigns and reviews work. Allocates personnel, maintains standards and evaluates performance. Administers personnel regulations and collective bargaining agreements for office personnel.
- Reviews planning and zoning applications for building projects. Reviews and approves building permit applications, building plans and construction documents and specifications.
- Provides technical consultation, assistance and support to City agencies and departments, contractors, architects, engineers and the public. Provides information and; interprets building codes. Participates in preliminary reviews for major building projects and attends construction meetings.
- Oversees all building construction and inspections in progress to ensure compliance with codes, ordinances and regulations. Issues certificates of occupancy and final letters of completion when building projects are completed.

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- Prepares a variety of reports, documents and correspondence. Prepares monthly reports on building permit activity for the Common Council. Oversees the organization and maintenance of building permit files and applications. Prepares reports and payments for state education fees.
- Oversees the enforcement of state consumer protection licensing and registration requirements for contractors.
- Approves and issues all building, electrical, plumbing, mechanical and demolition permits.
- Oversees the purchase and maintenance of all computer software and equipment.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Architecture, Engineering or a related field with seven years of progressively responsible construction/building inspection experience that includes some supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires State of Connecticut Building Official certification and the possession of a valid Connecticut driver's license.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.

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- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as licenses, permits, codes, regulations, ordinances statutes, procedures, reports, applications, technical publications, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, City officials, vendors, property~~~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.
- Ability to supervise and evaluate employees
- ~~Ability to P~~prioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- ~~Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~work independently
- ~~Ability to~~ apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to D~~develop and write reports, policies, and correspondence
- ~~Ability to h~~andle common inquiries or complaints
- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to A~~pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to I~~nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables

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- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Rreason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, radios, circuit testers, hand tools, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under conditions where exposure to environmental factors such as temperature extremes, machinery or traffic hazards may cause discomfort and poses a limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and intense noises.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/27/15
Dates revised	