



TANYA D. LANE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: Assistant Building Official	PAY RANGE: \$55,000 - \$70,000	CLASSIFICATION/ GRADE: A-7	EEOC Admin.
LOCATION: Newington Town Hall 131 Cedar Street	APPLY BY: August 2, 2016	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

NOTE: An official Town of Newington employment application is required in order to be considered for this position.

POSITION DESCRIPTION:

Under the general supervision of the Chief Building Official, responsible for assisting in the administration and enforcement of the State Building Code, Town Housing Code and related regulations and ordinances by performing building inspections, plan reviews and other enforcement duties.

ESSENTIAL FUNCTIONS

- Inspects all permitted construction, mechanical and plumbing installations to ensure safe use and occupancy.
- Receives oral and written instruction and work assignments from the Chief Building Official.
- Organizes and maintains files on inspections performed and notices issued.
- Reviews and approves construction plans and specifications and performs inspections for conformance with the State Building Code. Advises on corrective action as needed.
- Reviews, interprets, enforces and implements applicable laws, ordinances, regulations, and the State Building Code.
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints.
- Provides technical consultation to other Town Departments and appropriate agencies as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The skills and knowledge required would generally be acquired with an Associate's Degree in a technical field involving construction or related practices, or graduation from a vocational and technical schools with a minimum of three (3) years construction experience.

MINIMUM QUALIFICATIONS:

- A valid driver's license; and
- State of Connecticut Assistant Building Official License.

See Job Description for additional responsibilities and qualifications.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

TOWN OF NEWINGTON

TITLE:	Assistant Building Official	GRADE:	A-7
DEPARTMENT:	Building Department	DATE :	8/18/03

POSITION DESCRIPTION

Under the general supervision of the Chief Building Official, responsible for assisting in the administration and enforcement of the State Building Code, Town Housing Code and related regulations and ordinances by performing building inspections, plan reviews and other enforcement duties.

ESSENTIAL JOB FUNCTIONS

- Inspects all permitted construction, mechanical and plumbing installations to ensure safe use and occupancy.
- Receives oral and written instruction and work assignments from the Chief Building Official.
- Organizes and maintains files on inspections performed and notices issued.
- Reviews and approves construction plans and specifications and performs inspections for conformance with the State Building Code. Advises on corrective action as needed.
- Reviews, interprets, enforces and implements applicable laws, ordinances, regulations, and the State Building Code.
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints.
- Provides technical consultation to other Town Departments and appropriate agencies as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to examine and make recommendations on plans submitted for approval.
- Working knowledge of building construction materials and the principles, practices, and methods of building design.
- Thorough knowledge of applicable codes, referenced standards, and other regulations.
- Considerable knowledge of State Building Code, its supplements, and other applicable regulations.
- Ability to interpret, apply and enforce State Building Code, applicable state and federal laws, Town ordinance, departmental policies, procedures, rules and regulations.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volume of paperwork accurately and efficiently.
- Ability to operate data and word processing equipment.
- Ability to communicate effectively orally and in writing.
- Ability to follow oral and written instructions.
- Ability to prepare and present written reports.
- Ability to apply the principles of construction inspection to solve practical field problems.
- Ability to interpret plan specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to monitor new issues and techniques appropriate to the construction field.
- Knowledge of land records and other related legal documents.
- Ability to use computer terminal to access, process and retrieve information contained in file records and computer databases.
- Knowledge and ability in computer applications for data management, planning analysis and report preparation.
- Ability to greet the public and offer assistance.
- Ability to communicate effectively with the public, and to establish and maintain effective working relationships with Town officials, staff, advisory boards and participants in the development process.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in variable weather conditions including heat, cold rain or snow for long periods of time.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to get into and out of automobile.
- Ability to physically inspect construction activities.
- Ability to walk distances on terrain under construction or undeveloped.
- Ability to work independently with minimum supervision.

REQUIRED MINIMUM QUALIFICATIONS

- The skills and knowledge required would generally be acquired with an Associate's Degree in a technical field involving construction or related practices, or graduation from a vocational and technical schools with a minimum of three (3) years construction experience.

LICENSE OR CERTIFICATE:

Must possess:

- A valid driver's license; and
- State of Connecticut Assistant Building Official License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.