



JOHN SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION:</b> <b>BUILDING OFFICIAL</b>	<b>PAY RANGE:</b> \$55,686-80,000/yr	<b>CLASSIFICATION/ GRADE:</b> A-9	<b>EEOC</b> Admin.
<b>LOCATION:</b> Building Department Town Hall	<b>APPLY BY:</b> August 1, 2008	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

### ESSENTIAL FUNCTIONS:

- Plans and organizes the activities of the department according to standard or established procedures;
- Administers and enforces federal, state and local codes and regulations relating to health, housing, safety and fire codes;
- Supervises and assigns work to Assistant Building Inspectors and office staff;
- Receives proposed building and related construction plans;
- Issues building, electrical, plumbing and other permits;
- Participates in preliminary reviews and consultations with other Town departments concerning major building projects;
- Confers with and interprets code provisions to architects, engineers, contractors and members of the public;
- Meets with developers to evaluate and authorize changes in approved plans;
- Provides technical consultation to the Town Plan and Zoning Commission, Zoning Board of Appeals, Town boards and commissions and Town departments;
- Oversees construction work in progress and upon completion to assure conformity with code and regulations;
- Issues certificates of use and occupancy;
- Receives complaints of code violations;
- Enforces orders for corrective action; assists in prosecution of cases of code violation;
- Maintains inspection, investigation and operation records;
- Evaluates results of various tests, such as soils and materials tests, to assure compliance with standards;
- Prepares budget recommendations for department and prepares narrative and statistical reports of some complexity.

**See attached Job Description for additional responsibilities and qualifications (subject to change).**

**Formal application downloadable at [www.newingtonct.gov](http://www.newingtonct.gov).**

### 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 school with a minimum of five (5) years construction experience.
- Physical ability to inspect construction work in progress and in all weather conditions, including heat, cold, rain or snow

### LICENSE OR CERTIFICATE:

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

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.

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