

Town of Avon

Title: Building Official

Department: Planning and Community Development

Range: Exempt, V

Position Definition: Plans, organizes and conducts the building advisory, inspection and enforcement program; administers and enforces the state Building Code, Town building ordinances and regulations related to safety and fire codes; and provides technical assistance to applicants, Town boards, commissions, and the public.

Supervision Received: Receives general direction from the Director of Planning and Community Development (the Director). Works independently. Assumes full responsibility for interpreting codes and ordinances in accordance with CT state law. Reports periodically to the Director and upon request to the Town Building Code Board of Appeals.

Supervision Exercised: Provides general supervision to Assistant Building Official, Building Office Technician, and office administrative support staff as appropriate.

Examples of Essential Duties: Receives proposed building and related construction plans. Works closely with representatives of Engineering, Planning, Public Works, and the Fire Marshal in inspection and review duties. Participates in preliminary reviews and consultations with other Town departments concerning major building projects. Provides technical consultation to Town boards and commissions. Participates in periodic staff meetings on pending projects and applications.

Confers with and interprets code provisions to architects, engineers, contractors and members of the public. Reviews applications for all electrical and mechanical projects. Evaluates and authorizes changes in approved plans. Oversees all construction work in progress to assure conformity with code and regulations in the areas of structural elements, electrical, heating, and plumbing. May authorize changes in approved plans after review.

Inspects building sites prior to construction, and all buildings and structures under construction, repair or alteration, or those to be moved, demolished, or change of use. Inspects all excavations, trenches and formwork for sufficiency of soils for bearing of load to be imposed and adequacy of forms. Issues Certificates of Occupancy.

Receives and investigates complaints of code violations, taking corrective action as necessary. Condemns buildings unsafe because of structural weakness or potential fire hazard. Approves or revokes Certificates of Occupancy, and issues correction and stop work orders. Coordinates information with the Town Counsel on matters of dispute. Appears in court as necessary. Issues Certificates of Compliance. Administers Town of Avon Blight Ordinance.

Prepares annual budget recommendations for the unit, and administers the approved budget.

Prepares reports for various state and federal agencies. Attends evening meetings as necessary.

Examples of Incidental Duties: May develop cost estimates for new construction, alterations and repairs of town facilities for budget purposes and subsequent reports to the appropriate agencies. Evaluates the results of various tests, such as soils and materials tests, to assure compliance with standards. Requires inspections and certifications from specialists as needed. Performs other related duties as required.

Knowledge, Skills and Abilities Required: A thorough knowledge of construction of housing, building, electrical, and plumbing codes, regulations and ordinances. An in-depth knowledge of building construction practices is required. Ability to interpret engineering and architectural plans, drawings, and specifications. Ability to apply the principles of public administration to solve practical problems, and to deal with a variety of concrete variables in situations where only limited standardization exists, is required. Ability to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedule form. A working knowledge of computer applications and technical equipment applicable to building inspection is desirable. Must have the ability to prepare and present clear and concise oral and written reports. The ability to establish and maintain an effective working relationship with Town officials, employees, and the general public is necessary. A working knowledge of public health and public safety laws is desirable.

Physical, Mental Exertion/Environmental Conditions: Considerable physical effort required in walking, standing and climbing while performing inspections and investigations; and work is performed under varied conditions, involving some disagreeable factors such as climatic conditions, dirt and dust. There is routine exposure to normal construction hazards while reviewing projects on site. There is considerable interaction with developers, architects, and skilled tradesmen, which may cause tension. There is highway driving to inspection sites and meetings.

Minimum Qualifications Required: Graduation from a vocational technical school program in a construction trade or completion of an apprenticeship-training program in a construction trade skill and five years of supervisory experience in the construction trades. An equivalent combination of education, training and experience, which demonstrates possession of the required knowledge, skills and abilities, may be acceptable. Must complete 30 hours of continuing education annually as approved by State of Connecticut regulatory agencies. Experience as Town Building Official desirable.

License or Certificate: CT license as a Building Official. A current Driver's License. Certification as a Fire Marshal in accordance with Connecticut State statutes is desirable. ICC certifications are highly desirable as well.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.