

Job Description

Job Title:	Assistant Building Official								
FLSA:	Exempt:	X	Non-Exempt:		Union Status:	Union:		Non-Union:	X
Supervision Received:	Director of Building				Supervision Exercise:	Assigned Staff			
Last Revision:	04/1/2019								

General Summary:

This position is responsible for performing the most complex, professional and technical work in the administration of code enforcement activities. This position has full authority to act in the place of and on behalf of the Director in the absence of the Director. This position has supervisory responsibility over lower graded staff.

Career Ladder:

This position is part of a career ladder within the Code Enforcement Series. This position differs from the lower graded positions in that this position performs the full range of complex professional and technical work in the areas of code enforcement, with latitude for full independent judgement and decision making for the Town and does require professional certifications, expert knowledge in multiple aspects of Code Enforcement and has time in service requirements.

Essential Functions:

1. Managers, mentors, trains, and provides guidance to lower graded code enforcement positions.
2. Supervises community outreach activities for department programs and initiatives.
3. Manages and completes special projects as assigned.
4. Provides technical support and professional guidance to staff, elected and appointed officials with regards to departmental services, programs, and initiatives.
5. Reviews departmental policy, practices, regulations and ensures compliance.
6. Provides recommendations to departmental leadership to increase efficiency in agency operations.
7. Assists in preparing and presenting annual departmental budget and Capital Improvement Program (CIP) project proposals and monitors revenues and expenses.
8. Assists in the strategic planning and development of quarterly work plans for the Department and coordinates reporting on department performance measures.
9. Leads, prepares, and implements a comprehensive professional development



program for departmental staff.

10. Assists residents, landlords, contractors, design professionals and other interested parties with regard to department programs and services in the areas of rental dwelling unit inspections, compliant investigations, zoning permitting and enforcement, Connecticut Building Code and quality of life related ordinance enforcement.
11. Manages all code enforcement aspects related to building projects from permit application to issuance of Certificate of Occupancy.
12. Enforces the state building code, housing code, blight nuisance, off street parking, zoning overcrowding regulations and other regulations and ordinances.
13. Works with housing prosecutor, town attorney and all pertinent departments to achieve code compliance.
14. Collects data associated with permitting and enforcement activities and prepares related reports.
15. Enforces zoning regulations and other regulations as assigned which includes maintain all the documentation related to enforcement.
16. Investigates potential violations and issues violation notices and citations.
17. Conducts investigations of citizen complaints and takes appropriate actions to achieve compliance.
18. Reviews plans for compliance with applicable codes.
19. Conducts technical field inspections of new structures, additions, and renovations to determine conformance with applicable codes.
20. Assists in corresponding with applicants to achievement of required compliance.

Other Functions:

1. Attends conferences, seminars, and committee meetings as required.
2. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
3. Documents all activities conducted related to enforcement in appropriate software.
4. Other related duties as assigned.

Education & Experience:

Education:

A Bachelor's Degree with major course work in construction technology, electrical contracting, construction science, building maintenance or related field.

Experience:

Seven years of experience working in a code enforcement capacity or related field. Three years of experience directly supervising and managing staff.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.



Knowledge, Skills & Abilities :

This position requires the following knowledge:

- Expert knowledge of code enforcement practices including regulations, ordinances, and laws.
- Expert knowledge of office administration practices and procedures.
- Expert knowledge of and ability to learn and use computer software systems.
- Expert knowledge of and ability to perform filing practices and procedures.
- Advanced knowledge of the MS Office Suite.

This position requires the following skills:

- Basic administrative skills in the areas of reading and applying policy to a variety of situations.
- Basic GIS skills as demonstrated by completion of the UConn CLEAR Introduction to GIS course or equivalent education/experience.

This position requires the ability to:

- Prepare and analyze reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing code enforcement issues.
- Manager various computer applications including Excel and Word.
- Learn and use specialized software including management of permitting and enforcement activities and paperless meeting solutions and document management.

Licenses & Certifications:

Licensed Building Official is required upon hire. International Code Council completion of the Building Inspector Exam and the Code Enforcement Exam is required upon hire. Certified Zoning Enforcement Officer and/or Certificate of Program will be required upon hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:



- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings may be required.
- A thorough background check.



Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			X	
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places		X		
Risk of electrical shock		X		
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals		X		

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet		Quiet
X	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

