

Building Official, Town of Haddam

General Position Description:

This is a highly responsible and independent position that administers and enforces the State of CT Building Code. The position involves the review of commercial and residential plans for new construction and change of use and involves inspections to ensure that the work completed is done in a safe manner and in compliance with the State Building Code. This position also is responsible for administering and enforcing the Town Ordinances as it pertains to building, public safety as it relates to Town Buildings and provides technical assistance to Town Boards.

This position is supervised by the Town Planner and Board of Selectman and works very closely with the Building Administrative Assistant.

Essential Functions:

Receives and reviews proposed building and related construction plans, and permit applications. Participates and coordinates preliminary reviews and consults with other Town departments concerning building projects. Reviews, analyzes and evaluates building plans for compliance with applicable state statutes, building and mechanical codes, standards and regulations and the State Building Code. Evaluates and authorizes changes to approved plans as necessary. General knowledge of construction processes, health codes as they pertain to septic systems and well permits and general knowledge of zoning is required. The Building Official will collaborate with the Health District, Town Planner, Town Engineer, Zoning Enforcement Officer, and Fire Marshal of the Town. The Building Official is also expected to be able to meet with private developers, architects, engineers and residents regarding the permitting process and code evaluation.

The Building Official may inspect building sites prior to construction, and all buildings and structures under construction, repair or alteration or those to be moved, demolished, or changed in use. The Building Official is expected to work with the Haddam Historical Society with regard to demolition permits. The Building Official will also work with the Fire Marshal and other agencies when there is a structural fire in town. The Official also reviews all applications for electrical and mechanical projects, reviews and investigates written complaints of code violations and takes corrective action as necessary.

Other Functions include but are not limited to:

Posts buildings unsafe when necessary

Prepares budget recommendations to the Town Planner and Board of Finance

Prepares monthly narrative and statistical reports regarding building permits issued, inspections, stop work orders and other relevant public information for the Town of Haddam website.

Prepares reports for various State and Federal agencies as requested.

Attends evening meetings as necessary.

Appears in court as necessary.

Performs duties as required.

Required Knowledge and Abilities

Thorough knowledge of State of CT Building Codes (IBC 2003 and IRC 2009).

Knowledge of Land Records and related legal documents

Thorough knowledge of principle trade practices, methods and materials used in building design, construction alteration or repair.

Ability to read and interpret architectural plans, building construction plans drawings and specifications

Ability to enforce regulations firmly and courteously

Full knowledge and understanding of due process

Ability to work with clerical staff to schedule inspections and meetings

Familiarity and experience using MS Office products, apple technology (iphone/ipad) MS Outlook

Experience using GPS to find inspection locations

Experience using GIS

Knowledge or experience condemning a structure and issuing stop work orders

Ability to learn permitting intake and tracking software for the purpose of internal reviews between departments (for example: Municipality/Viewpoint/BMSI/Vision)

Required Equipment Operation:

Personal computer, tablet/ipad, iphone, printer, scanner, measuring tapes, electrical testers, standard office equipment, motor vehicle operation.

Minimum Qualifications:

High School Diploma or graduation from a vocational or technical school program in a construction trade or completion of an apprenticeship training program in a construction trade or skill.

Must maintain certification during employment as a State of Connecticut Building Official

Must maintain a valid driver's license