USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Building Official**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Chief Building Official** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of technical, supervisory and administrative work in direct oversight of the [Building Department/division]. Responsible for the inspection of residential and commercial buildings and structures to ensure that they are constructed in a safe and sanitary manner in compliance with the State Building Code [, “applicable zoning regulations” if applicable] and [Town/City] ordinances.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer]

**Supervision Given:**

Supervises the following departments/divisions:

Supervises [department/division employees or “Assistant Building Inspectors, Building Clerks and other employees performing or supporting building inspection functions”].

**Examples of Essential Functions:**

# Plans, supervises and evaluates [department/division] operations.

# Exercises all authority provided to, and meets all responsibilities imposed upon, municipal building officials by local and State law.

1. Develops policies and procedures for the [department/division] as necessary to ensure efficient operation or implements directives from the [chief administrative/executive officer].
2. Plans, promotes and implements a comprehensive plan to ensure compliance with, and uniform enforcement of, applicable local and State laws and regulations under policies established by [chief administrative/executive officer ] and [insert legislative body].
3. Directs and supervises the examination of [or “Examines”] construction plans to ensure compliance with the State Building Code [, “applicable zoning regulations”] and [Town/City] ordinances.
4. Coordinates and directs the inspection of [or “Inspects”] buildings and structures to ensure that construction, alterations or maintenance work is accomplished in compliance with approved plans, the State Building Code and related [Town/City] ordinances.
5. Directs and supervises the issuance of [or “Issues] building permits and Certificates of Occupancy.
6. Coordinates and directs the investigation of [or “Investigates”] complaints to determine general conditions and compliance of dwellings, premises, non-dwelling structures and vacant lands with the State Building Code and related [Town/City] ordinances.
7. Prepares and presents a proposed annual budget for the [department/division]; directs the implementation of the adopted budget.
8. On-call responsibilities as required.
9. Ensures assistance is provided to [or “Assists”] property owners, contractors and others in interpreting and explaining the State Building Code [, “applicable zoning regulations” if applicable] and related [Town/City] ordinances.
10. Coordinates and consults with other local officials and departments as necessary for the enforcement of applicable ordinances and regulations affecting building and zoning.
11. Coordinates and directs the issuance of [or “Issues”] violation notices as appropriate; assists in related court cases as required.
12. Provides accurate and detailed information to attorneys, contractors, property owners and the general public regarding State and local permit, licensing and code regulations.
13. Directs and supervises the selection, training, assignment, evaluation and discipline of [department/division employees or “Assistant Building Officials and those employees performing or supporting building inspection functions”]; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.
14. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of [department/division] activities and operations, including inspection logs and records.
15. Prepares, submits and presents narrative and statistical reports to [chief administrative/executive officer]; attends meetings of [insert appropriate committees, commissions and legislative body].
16. Attends seminars and conferences, and participates in professional construction and public administration activities to remain current on developments in relevant fields.
17. Maintains positive working relationships with local and State officials, property owners, contractors and the public regarding compliance with State and local laws; promptly and cordially responds to civilian inquiries and complaints pertaining to building issues and inspections.
18. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.
19. [If applicable: Coordinates bidding and contracting for vendors of Town building services.]

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from High School
2. \_\_\_ years of experience in building construction design as a supervisor, foreman, journeyman electrician or journeyman plumber, \_\_\_ years of which must have been serving as a municipal building, electrical, plumbing or HVAC inspector.
3. An Associates’ degree in architecture, structural engineering or a closely related field may be substituted for up to \_\_ years of required work experience.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of building construction and repair, including electrical, heating, sewage and insulation.
2. Thorough knowledge of State Building Code; considerable knowledge of local building [and zoning] laws and regulations.
3. [Considerable knowledge of principles and practices of public administration.]
4. Skill in financial and human capital management.
5. Skill in the use of personal computers, including [insert software].
6. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from government officials, property owners, contractors, and the general public.
7. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. State of Connecticut Building Official license.
2. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with regular related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.