



Selectmen's Office

Essex Town Hall
29 West Avenue, Essex, CT 06426
Telephone: 860-767-4340 Fax 860-767-8509

HELP WANTED FULL OR PART TIME BUILDING OFFICIAL

The Town of Essex is currently accepting applications for a proven professional for the full or part time position of Building Official. This is a very responsible position of building official work involving the inspection of building construction in the Town and the issuance of building permits.

Prior experience in municipal building inspection work preferred. An Associate Degree from a recognized college, or a Bachelor's Degree in Construction Management, Engineering or related discipline is highly desirable.

Must be a currently certified building official in the State of Connecticut in accordance with CT CGS Sec. 29-262.

Position can be full time or part time. The 2022-2023 salary range offered for a full time official is expected to be \$60,197 - \$73,246. The 2022-2023 hourly salary range offered for a part time official is expected to be \$38.59 - \$46.95 per hour. Final salary determinations made based on applicant's qualifications, experience, and final hours. Individual must be flexible in their schedule and be able to work some weekends and evenings as attendance at Town meetings or as projects require. Appointees will be subject to completion of a standard probationary period. Candidates must successfully complete a background check (including credit/criminal history), drug screening, and physical exam prior to a final offer.

All candidates **MUST SUBMIT A COMPLETED APPLICATION**, three (3) work related references from both private and municipal experiences, and a cover letter briefly describing:

1. Your supervisory experience and include an explanation of your training and mentoring examples,
2. Your project management experiences (e.g., scope, type, dates, etc.) and include both residential and commercial projects, and
3. What other employment you would hold concurrently with this position if offered, including self-employment.
4. The type of hours and weekly schedule you would be able to make yourself available if offered the position, as well as what flexibility you would need.

Applications may be obtained in the Selectman's Office Monday through Friday from 9:00 a.m. through 4:00 pm. or on the Town of Essex Website at www.essexct.gov. All applications will be considered until the position is filled and should be submitted to: **Selectmen's Office, Essex Town Hall, 29 West Avenue, Essex, CT 06426.**

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

or more information contact Maria Lucarelli at (860) 767-4340 x 112 or mlucarelli@essexct.gov.

THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER

Norman M. Needleman, First Selectman
Stacia R. Libby, Selectman
Bruce M. Glowac, Selectman

March 15, 2023