

## **KILLINGWORTH BUILDING OFFICIAL: JOB DESCRIPTION**

Under the general direction and supervision of the First Selectman, plans, organizes, and administers a comprehensive building advisory, inspection, and enforcement program.

### **Accountability & Reporting**

The position of Town Building Official is accountable to the First Selectman.

### **Duties**

- Administers the Connecticut State Building Code for the Town of Killingworth.
- Conducts inspections, investigations, and enforcement actions to ensure that residential, commercial, and other properties comply with the State building and fire codes
- Receives and examines building and related construction plans and specifications and determines compliance with codes, ordinances, and regulations.
- Confers with and interprets code and regulation requirements to builders, architects, engineers, and the public.
- Inspects all construction in progress and alterations to ensure compliance with code and regulations and issues orders for corrective actions as warranted.
- Makes field inspections of fire-damaged and potentially hazardous buildings and structures, issues orders of unsafe conditions, and takes appropriate follow-up action. May assist the Fire Marshal in investigating fires.
- Authorizes the issuance of certificates of use and occupancy.
- Determines and initiates regulatory or legal action in cases of violation of building codes.
- Prepares reports and provides technical assistance and information in oral and written form to Town departments, boards, commissions, and state and federal agencies as required.
- Organizes and manages the Building Department to provide expeditious, scrupulous service.
- Plans and uses data-processing applications in the management of building activities.
- Prepares and administers annual operating budget for the department.
- Upon request, advises the Board of Selectmen on Town building projects.
- Performs related work as required.
- Maintains continuing education requirements for Building Official accreditation.

### **Work Hours and Schedule**

- Maintains a daily schedule of appointments, accessible to the department clerk and First Selectman. Notification will be provided of a specific time when the inspection can be expected; in the event the Building Official has to miss the time slot, the resident or contractor is to receive a call from the office.
- On average, 15 hours per week and not to exceed 19 hours per week; holds regular office hours at least 6 hours per week.
- Time away for personal or professional (e.g. training) purposes must be approved in advance by the First Selectman.

## **Accessibility**

The Building Official shall be reasonably accessible by cell phone and email by the Building Department, Clerk and First Selectman.

## **Public Service & Consultation**

The Building Official, in his capacity as a public servant, provides assistance in navigating the system and program requirements, in understanding code requirements, and in exploring options for meeting them. Special attention is given to residents who are not construction professionals and look to the building department for guidance.

## **Qualifications**

- Current Connecticut Certified Building Official license
- Associate Degree and five years of experience in construction or as a building inspector; or equivalent combination of education and experience.
- A minimum of five years of progressively responsible building construction and trades experience, including at least two years' experience supervising professional personnel.
- A minimum of three years of experience in municipal building inspection in Connecticut.
- Good working knowledge of safe and proper methods of building construction and repair, including structural, electrical, heating, sewage, insulation, and water systems.
- Valid driver's license and a reliable motor vehicle.
- Ability to communicate effectively both orally and in writing with state regulatory agencies, elected officials, town staff, and the general public.
- Ability to analyze data and to prepare reports.
- Experience with Microsoft Office software and email systems.
- Ability to work well with office staff and the public.
- Relevant experience may be substituted for any of the above if deemed appropriate by the First Selectman.

Applicants may send their resume to: [edisbrow@townofkillingworth.com](mailto:edisbrow@townofkillingworth.com)  
or mail to: Town of Killingworth, 323 Route 81, Killingworth, CT 06419

For any questions, applicants can contact the Selectmen's office at 860-663-1765 ext 501.

*The Town of Killingworth is an equal opportunity employer. Applicants will be considered on their experience, qualifications, and ability, without regard to any legally protected status.*