Open Position

Assistant Building Official

Pursuant to UPSEU Collective Bargaining Unit the hiring rate is $39.80 hourly
This position has a 6-step salary range


Minimum Qualifications

High school diploma or GED; three years of experience in building construction with experience in inspections or as supervisor of construction, including installation of plumbing, electrical and mechanical systems. Must be a licensed State of Connecticut Assistant Building Official or licensed Building Official. Must have a valid driver’s license.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and must be submitted to Human Resources along with a resume and cover letter. Applications accepted until sufficient applications are received. Applications accepted ONLY by mail, email - sdaley@bloomfieldct.org or at the Human Resources Department at Town Hall.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability and who may need this information in an alternative format must contact HR Department at 860-769-3544 or at rmatias@bloomfieldct.org.

Posted: 8/16/22
Town of Bloomfield  
Job Description

Job Title: Assistant Building Official  
Department: Planning & Zoning  
Reports to: Building Official  
FLSA Status: Non-Exempt  
Salary Group: PT 14 (UPSEU UNION)

Summary: Responsible for technical work involving inspection of building construction within a municipal building inspection department. Assists the Building Official in making inspections on building construction, repairs, alterations and additions; inspects plumbing, heating, electrical and other mechanical systems installations for compliance to the Connecticut State Building Code.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Inspects construction for conformance with the Connecticut State Building Code.

Maintains inspection logs and records.

Confers with contractors to provide information and resolve problems and complaints.

Supervises clerical support personnel in the absence of the Building Official.

Issues permits and certificates of occupancy in the absence of the Building Official.

Interfaces with Zoning Enforcement as necessary.

Performs other duties as directed by the Building Official as required.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; Collects and researches data.

Design – Demonstrates attention to detail.

Problem Solving – Gathers and analyzes information skillfully; Works well in group problem solving

Customer Service – Manages difficult or emotional customer situations; Response promptly to customer needs; Meets commitments.

Interpersonal Skills – Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
 Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

 Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

 Teamwork – Contributes to building a positive team spirit.

 Quality Management – Seeks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

 Cost Consciousness – Works within approved budget; Conserves organizational resources.

 Diversity – Shows respect and sensitivity for cultural differences; Works with integrity and ethically; Upholds organizational values.

 Ethics – Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

 Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values.

 Judgement – Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Make timely decisions.

 Planning/Organizing – Uses time efficiently.

 Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

 Quality – Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

 Quantity – Meets productivity standards; Completes work in a timely manner, Works quickly.

 Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

 Adaptability – Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

 Attendance/Punctuality – Is consistently at work and on time. Arrives at meetings and appointments on time.

 Dependability – Follows instructions, responds to management directions; Keeps commitments.

 Initiative – Asks for and offers help when needed.
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: High school diploma or general education degree (GED); three years of experience in building construction with experience in inspections or as supervisor of construction, including installation of plumbing, electrical and mechanical systems.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Must be a licensed State of Connecticut Assistant Building Official or licensed Building Official. Must have a valid Motor Vehicle Operator's license.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger; handle, or feel; reach with hand and arms; climb or balance and stoop; kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the office work environment is usually quiet.

Revised 10/06