



Assistant Building Official
The Town of Stratford is accepting applications to fill the position of
Assistant Building Official

This is responsible administrative and technical work involving the inspection of building construction and plans for conformance for the State Basic Building Code.

Work involves responsibility for inspecting construction at various stages of completion and investigating citizen complaints. Duties include inspection of footings, framing, plumbing, heating, air conditioning, ventilation and sprinkler installation and also includes making difficult building inspection technical decisions in these areas. The work requires that the employee have thorough skill and ability in most phases of building construction and inspection.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official.

EXAMPLES OF DUTIES

Review building plans, concentrating specifically on the following areas: plumbing, heating, air conditioning, ventilation and sprinklers; reviews for compliance with applicable codes; issues permits.

Meets with architects, engineers and interested parties in the office and the field regarding codes and inspections.

Meets with the public and investigates citizen complaints; takes information by phone or in person.

Compiles and submits monthly construction activity reports; keeps records of daily inspections and activities.

Writes and issues violation notices and compliance letters as required; advises on how compliance can be obtained.

Acts for the Building Official in his absence and as directed.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of construction principles and practices.

Thorough knowledge of the Connecticut Basic Building Code and related Town and industry standards relating to construction.

Good ability in oral and written communication.

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to make inspections of construction in progress and to review and interpret plans and specifications.

Considerable ability to establish and maintain effective working relationships with supervisors, associates, contractors and the general public.

Assistant Building Official

QUALIFICATIONS

Must be a Certified State of Connecticut Assistant Building Official plus have three years of building construction inspection or related experience.

SPECIAL REQUIREMENTS

May be required to travel short distance on business.

Annual Salary Range: \$77,222 - \$104,405

Applications for employment can be found on the Town of Stratford's website at www.townofstratford.com and should be submitted to the
Town of Stratford, Human Resources Department,
2725 Main Street, Stratford, CT 06615 EOE
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