

**TOWN OF LEDYARD
BUILDING OFFICIAL**

NATURE OF WORK:

The Building Official is responsible for the enforcement of Town and State Codes, Statutes, ordinances, and regulations relating to buildings.

SUPERVISION RECEIVED:

The Building Official works under the general direction of the Mayor. *Land Use Director*

SUPERVISION EXERCISED:

The Building Official supervises office staff.

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive:

- Reviews plans, drawings, and specifications for new and revised construction to assure conformance with applicable codes.
- Issues permits when appropriate and collecting and accounting for proper permit fees.
- Conducts inspections of construction in progress, reviewing the work of plumbers, electricians, carpenters, masons, and other trades to make certain of code compliance and compliance with trades licensing regulations.
- Issues stop orders and the initiation of enforcement actions when needed.
- Supervises the Building Official's office.
- Prepares the department annual budget recommendations.
- Prepares required reports, overseeing the maintenance of records.
- Assists the general public with information concerning building codes and administrative procedures to be followed to obtain permits.

Inspections Include:

- Sub-surface sanitary systems
- Installation of wood stoves.

Permits issue include:

- Building permits
- Well permits.

*******The duties listed above are intended only to be illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. *******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

- Skills and knowledge required would generally be acquired with a full building trades apprenticeship program or
- Two years of formal education, beyond high school or vocational school, in architectural or structural engineering design.

Experience and Training

This position requires at least five years of experience as a senior designer of structures or a supervisor of building construction.

Additional Requirements

The Building Official must have a Connecticut drivers license and must have or must be able to obtain Connecticut State certification as a Building Official as per State Statute Section 29-262.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *******

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman