



## **Town of Suffield Job Posting**

**Position: Assistant Building Inspector**  
**Post Date: March 5, 2024**  
**End Date: Open Until Filled**

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking an Assistant Building Inspector for the Building Department. This position serves as the Assistant Building Official to the Town's Chief Building Official. Assists in administering the State of Connecticut building code ordinances, regulating all matters concerning the new construction, construction alteration, addition, repair, removal, demolition, use, occupancy, and location of all buildings and structures in the Town of Suffield. Assists in processing applications and issuing permits in accordance with policies, regulations, and state and local building codes. Assists in enforcing policies, regulations, and codes through regular inspection and issuing all necessary notices or orders. Serves as the Assistant Building Official responsible for public safety, health, and welfare, especially hazards incident to the design, erection, repair, removal, demolition, or use and occupancy of buildings, structures, or premises. Serves the residents of Suffield in a positive, customer-oriented manner that promotes a professional image for the Town government.

### **Supervision Received:**

Receives general supervision from the Chief Building Official.

### **Supervision Exercised:**

None.

### **Essential Duties and Responsibilities:**

1. Assist in maintaining the daily operations of the building department: review of permit applications, construction document plan review, conduct State Building Code required inspections, and assist customers with permit applications and code questions.
2. Assist the Building Official in maintaining the official records of applications received, permits and certificates issued, fees collected, and reports of inspections, notices, and orders issued.
3. Assist in the enforcement and compliance of federal and state laws and Town Ordinances and policies and procedures of the Town of Suffield as they relate to the State Building Code and permit applications. Issue notices of violations and orders to abate unsafe conditions and require the necessary safeguards during construction.
4. Enforce State Building Codes, including means of egress and compliance with ADA standards in existing buildings and structures. Ensure compliance with all code requirements for the public's health and life safety. Foster an atmosphere of safety and code compliance for the public.
5. Receive oral and written work assignments from the Building Official.

6. Consult with and report work accomplished to the Building Official.
7. Plan and organize daily tasks according to standard procedures.
8. Attend continuing education classes and conferences to professionally achieve the required 90 credits to maintain your State of CT Assistant Building Official's license in your 3-year cycle.
9. Ability to establish priorities within work assignments.
10. Communicate with the permit applicants, building Owners, and other Town departments.
11. Ability to greet the public and provide customer service and assistance.
12. Assist permit applicants with awareness and coordination regarding Town departments that may also have jurisdiction relating to the scope of work in their application: Planning & Zoning, Land Conservation, Town Engineering, Fire Marshal, Health Department, Tax Collector, WPCA, and Historic District Commission.
13. Analyze and evaluate construction documents, including new structure locations, design, materials, construction methods, and health and life safety measures.
14. Review permit applications and assist the Building Official in issuing building permits.
15. Perform daily field inspections of construction work to ensure compliance with the State Building Code. Inspections shall be performed daily using an efficient route.
16. Ability to prepare written inspection reports and transmit them to the applicant as required.
17. Ensure that the State Building Code is met for the certificate of occupancy.
18. Notify the permit applicant of necessary construction document revisions and corrective action required to comply with codes.

#### **Other Job Functions:**

1. Response to Town of Suffield Fire Department or Police Department requests for Building Department staff presence at an emergency call for fire or weather-damaged properties and inspection for safe occupancy. Prepares incident report following the emergency call and communicates with the Fire Marshal. Investigate complaints of building code violations and provide written corrective action.
2. Perform other related work as assigned.

#### **Minimum Qualifications:**

##### **Education & Experience:**

1. High school diploma, graduation from a vocational-technical school, or completion of an apprenticeship-training program in a construction trade.
2. Experience conducting municipal building, electrical, plumbing, or HVAC inspections is a plus.
3. Five (5) years of relevant work experience.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

#### **Special Requirements:**

1. State of Connecticut Assistant Building Official License, per CGS 29-262, must show compliance with statutory state continuing education requirements to maintain the license.
2. A copy of current continuing education credits year-to-date for your 3-year cycle.
3. A valid, active Motor Vehicle Operator's license is required
4. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

### **Knowledge, Skills, and Abilities:**

1. Ability to interpret engineering and architectural drawings and specifications. A strong working knowledge of the building code and related building and zoning ordinances, regulations, and procedures. Ability to explain code and regulatory information to members, building owners, and permit applicants. A working knowledge of health and life-safety codes. Physical ability to inspect construction work in progress. Ability to work in poor weather conditions, including heat, cold, rain, or snow.

### **Tools and Equipment Used:**

Computer, iPad, calculator, copier, telephone, cell phone, motor vehicle, hard hat, safety goggles, shoes, hand tools, and testing equipment.

### **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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate office equipment and to reach with hands and arms and is regularly required to drive a motor vehicle. The employee is frequently required to stand, talk, and hear.

The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee occasionally lifts and moves objects weighing 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must be able to read and interpret documents and write reports and correspondence.

The employee regularly interacts with people about matters that generate conflict and disagreements. Must be able to be firm but flexible and endure stress while maintaining a courteous and positive attitude. Employees must be able to work long hours as needed. Employees must be able to make site visits and physically inspect property. This may include climbing stairs and walking outdoors.

### **Work Environment:**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions and is exposed to cold, heat, rain, snow, and wind. The employee frequently works near moving mechanical parts and is frequently exposed to noise and vibration. The employee occasionally works in high, precarious places. The employee is exposed to fumes, airborne particles, toxic or caustic chemicals, and the risk of electric shock.

### **General Guidelines:**

The duties listed above are intended only as illustrations 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.

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

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**Travel:**

A Town of Suffield vehicle is provided for the use of conducting inspections during business hours. Travel is primarily local during the business day, although some out-of-the-area travel and overnight for conferences and seminars may be expected.

**EEOC Statement:**

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

**Hours:**

This position is at will.

This is a full-time thirty five (35) hours per week position. Hours of work and days are currently Monday - Thursday 8:00 am – 4:30 pm, and Friday 8 am to 1 pm. The hours may be subject to change. This position occasionally requires hours beyond those scheduled, including evening and weekend response to emergency calls as job duties demand.

**Compensation and Benefits:**

\$70,000 - \$85,000 annual salary commensurate with experience, benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental, and Vision Insurance • Defined Contribution Plan with Town Match • Town paid Short-Term Disability, Long-Term Disability, and Life Insurance • Use of town vehicle for conducting inspections during business hours.

**How to Apply:**

Applications can be found on the town website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr). Please submit an application and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.  
The above posting is intended as a guide and is not a complete description of the position or process*