

BUILDING OFFICIAL
City of Stamford Connecticut

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Operations or designee, enforces Local and State laws concerning the construction, alteration and demolition of the buildings and structures. Ensures the compliance of all residential and commercial structures with the building code. In addition, supervises inspections by department personnel to ensure that building codes are applied consistently throughout the City and that the department satisfies established quality/timeliness standards for plan review, inspections and permit/certificate issuance. Other duties of the Building Official are to manage, organize, plan, coordinate, train, direct, control and review the activities of all personnel in the Building Inspection Department. Represents the City as the expert in the field of code administration and enforcement. Performs other related duties as required.

The successful candidate will demonstrate the capacity to maintain positive communications and interactions with those who have matters before the department, including residents, property owners, builders, developers, contractors, architects, engineers, attorneys and their representatives.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Candidates should have a strong management background, including experience in supervising staff, evaluating employee performance, providing training opportunities, scheduling departmental activities, creating and implementing policies/procedures, assessing performance, formulating budgets and maintaining quality controls. Candidates should have strong computer skills and the ability to track performance electronically using specialized permit software.

Strong written and presentation skills, as well as the ability to prepare written reports, is essential. Candidates should be able to communicate effectively to the public and make presentations to management and public officials using computer equipment, PowerPoint and other software.

Applicants should have a minimum 10 years of experience working in a municipal building department and/or in a field related to the building industry, including at least 5 years of management experience. A bachelor's or advanced degree in architecture, engineering, management or a related field is preferred. Certification as a licensed Building Official in the State of Connecticut and a valid motor vehicle license is required for this position.

EXAMPLES OF WORK (Illustrative Only)

Coordinates and supervises all subordinate staff responsible for the enforcement of state and local building codes and the issuance of building permits.

Creates and maintains a motivating working environment so that employees will be productive.

Provides training and coaching to subordinate employees regarding rules of conduct, code of ethics and overall professional behavior in order to serve the public faithfully. Directs and trains the work of subordinate employees.

Enforces and interprets the state and local building codes and demolition codes.

Assures that the safety and health of the public is maintained through adherence to those requirements established by law in construction or use of every building in the City.

Responsible for maintaining the department's records and database, both electronic and paper, when necessary.

Prepares draft regulations for building ordinances.

Institutes and documents policies and procedures for the Building Department.

Defends the City's actions in courts of law and before various state and local boards and commissions and other agencies.

Prepares and administrates the department's operating budget.

Reviews code modifications and processes them to the State.

Monitors compliance to the minimum training requirements for each licensed employee.

Manages scheduling of inspections and the department automated inspection scheduling system.

Chairs the Stamford School Building Committee.

Recommends building permit fees, based on anticipated cost of the project and continuously monitors construction costs in the community in order to stay current.

Creates and maintains a motivating working environment so that employees will be productive.

Responsible for building and maintaining a good work relationship with other City departments and local government agencies.

Reviews all permits issued and ensures that no permit is issued without the approval of other regulatory agencies, as applicable.

Performs inspections as required.