



Town of New Milford
Personnel Department
10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Building Official
Non Union - Exempt

Job Summary: This is a highly responsible position planning, supervising, organizing, and administering all of the activities and statutory responsibilities of the Building Official's office. Duties include receiving applications and issuing permits in accordance with State Code Requirements. Enforces Building Code relating to the type and manner of construction. Performing these duties requires collecting and analyzing data; inspecting, and evaluating property within the Town for the purposes of ensuring all new and renovated construction is completed according to State and Local regulations.

Supervision Received: Receives direction from the Mayor and the State Building Official.

Supervision Exercised: Direct reports include an Assistant Building Official and Secretary/Office Coordinator.

Essential Job Functions:

- Review building and construction plans, alteration or demolition plans and specifications for compliance with Connecticut State Building Code.
- Determine costs of building proposals in order to set fees for building permits.
- Process applications, ensuring conformance with Building Code and local regulations.
- Performs continuing on-site inspections of building construction prior to, during and upon completion for compliance with approved plans.
- Issue building and occupancy permits.
- After final on-site inspection, prepare Certificate of Occupancy.
- Collect building permit fees and record with secretary in proper fashion.
- Inspect and enforce construction work for Code compliance in areas of structural, mechanical design and proper workmanship.
- Inspect public buildings and parking lots for compliance with the Connecticut State Building Code
- Check materials used for construction, alteration and repair. Take appropriate action to secure compliance with codes when necessary.
- Administer demolition regulations and oversee activities. Take appropriate action to secure compliance with codes when necessary.
- Issue meter releases to electric company as needed.
- Inspect installation of above and in-ground swimming pools.

- Investigate complaints of violations of building codes or where observation indicates possible violations. Take appropriate action to secure compliance with codes including issuing cease-work and corrective orders.
- Maintain Building Department records in an up to date and orderly fashion.
- Act as witness in court proceedings which relate to enforcement of building codes when required by law.
- Explain building codes to contractors, property owners, and other parties as needed in a professional and courteous manner with the intent to enforce compliance.
- Keep efficient and orderly records.
- Attend seminars and courses for building officials not to exceed state requirements and with the approval of the Mayor.
- Prepares and issues reports as prescribed by Town and State regulations and at request of Town Council.
- Prepare annual departmental budget.
- Performs related duties as required that are necessary and appropriate.

Knowledge, Skills, and Abilities:

- Demonstrated ability to apply the principals and practices of property inspection.
- Expert ability to read and interpret blueprints, drawings, plans and specifications and able to read and understand building codes and apply them to factual situations.
- Expert knowledge of materials and methods used in building construction.
- Must possess a high degree of honesty and impartiality.
- Must be able to meet deadlines, prioritize work projects
- Demonstrated knowledge of and ability to comply with the statutory provisions applicable to the Building Official's Office.
- Demonstrated proficiency in personal computed based spreadsheets word processing and database software.
- Demonstrated ability to establish and maintain effective, cooperative and courteous working relationships with office staff, agencies of the State, the general public, and other departments of the Town.
- Demonstrated exceptional interpersonal skills; oral and written communication skills.
- Must be able to traverse difficult, rocky, steep or swampy terrain as required for site inspections.
- Demonstrated ability to successfully hire staff, supervise others, direct work, manage performance, and establish priorities for staff.
- Demonstrated proficiency in mathematic skills.

Education, Training and Experience:

- Must have certification as Building Official from the State of Connecticut which must be maintained throughout employment or be an Assistant Building Official with a requirement to achieve Building Official Certification within one year of employment.

- A minimum of 7 years of experience in construction industry, some of which must be in a supervisory capacity.
- 5 Years' experience in general engineering or architecture or equivalent experience.
- Municipal experience preferred.
- Minimum 3 years Supervisory experience.
- May be required to travel within the State of Connecticut. Incumbents are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out property inspection duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting			X		Driving			X					
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes			X					
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion				X	Exposure to dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Town Council 7/11/88
 Updated by Building Department 7/15/04
 Updated by Building Department 7/15/05
 Updated by Personnel 5/25/2021