

TOWN OF REDDING JOB POSTING

(This is an advertisement. Please see pages 2 – 3 for a detailed job description.)

BUILDING DEPARTMENT PART-TIME BUILDING INSPECTOR I

20 Hours per week

\$34 per hour

No benefits

The Town of Redding is seeking qualified applicants for a PART-TIME BUILDING INSPECTOR position in the Building Department. Please see pages 2 – 3 below for a detailed job description and list of qualifications.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Redding Application for Employment (available on the Town of Redding website).

All application materials must be submitted electronically to sdonnelly@townofreddingct.org or to the Building Department, P.O. Box 1161, Redding, CT 06875. Applications will be accepted until 4:30 p.m. on September 4th, 2020. Incomplete applications will not be accepted or reviewed.

Please be advised finalists will be required to undergo a comprehensive background check.

Town of Redding Job Description

POSITION: PART-TIME BUILDING INSPECTOR I
DEPARTMENT: BUILDING
REPORTS TO: BUILDING OFFICIAL
SUPERVISES: N/A

Summary of Responsibility:

Reviews plans and specifications for compliance with applicable codes, ordinances and regulations; issues permits; performs inspections on new and existing buildings and structures; and does other related work as required under the direction of the Building Official.

Essential Functions:

1. Assists the Building Official in making inspections of building construction, repairs, alterations, and additions in process and upon completion;
2. Inspects building, plumbing, heating, and electrical installations for compliance with Town and State ordinances, laws, and regulations as directed by the Building Official;
3. Maintain records and reports of inspections and corrective action taken;
4. Checks and reviews electronic permit submissions, plans and issuance of permits;
5. Reviews and researches complaints regarding potential violations of the CT Building Code;
6. Respond to in person, telephone and email inquiries regarding Building Department matters;
7. Assists with coordination or review of permit applications with other Town Departments and appropriate agencies;
8. A high level of professionalism in customer relations with all customers, staff and co-workers and the ability to work effectively with a diverse group of stake holders;
9. Administer the CT Building Code and manage the Department functions in the absence of the Building Official;
10. Does related work as required.

The duties listed above are intended only as 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 or a logical assignment to the position.

Qualifications and Competencies:

1. Considerable knowledge of construction, plumbing, heating and electrical installation;
2. Ability to interpret prints, drawings, and specifications;
3. Ability to interact effectively with other Town officials and the general public;
4. Ability to keep records and prepare reports;
5. Ability to use testing equipment;
6. Considerable judgement and ability in applying requirements of State and local building, electrical,

plumbing and heating codes;

7. Strong conflict resolution skills in order to de-escalate any negative interactions potentially resulting from dispute of a code violation or the denial of a building permit;
8. The ability to research and maintain records will require good writing skills and computer competency using Microsoft Office, Adobe Acrobat, Email, Video Conferencing and Permitting software systems;
9. Current State certification as a Building Official and/or Assistant Building Official;
10. No less than five (5) years employment of progressively responsible experience in building construction or design with some experience in the inspection or supervision of construction involving the installation of heating, plumbing and electrical systems;
11. Valid State of Connecticut motor vehicle operator's license;
12. Acceptance of appointment will mean agreement not to engage in or associate with, directly or indirectly, construction activity or contractual services within the Town of Redding.

Required physical and mental demand and environmental conditions:

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear;
2. Frequently is required to walk, stand and sit for prolonged periods;
3. Occasionally required to climb or balance, and stoop, kneel, crouch or crawl;
4. Ability to lift and/or move up to twenty five (25) pounds;
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus;
6. Ability to hear normal sounds with some background noise;
7. The dexterity necessary to utilize a computer keyboard on a regular basis and spend prolonged periods in front of a computer screen is essential;
8. Ability to work in poor weather conditions including heat, cold, rain and snow;
9. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Town of Redding is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.