

TOWN OF TRUMBULL  
ASSISTANT BUILDING OFFICIAL  
BUILDING/TECHNICAL

WAGE GROUP: GG

GENERAL STATEMENT OF DUTIES:

1. Assist public, check applications, permits, answer questions, guide public through the building, permit process and handle complaints.
2. Review construction documents for compliance with Connecticut State Building Code.
3. Inspect all construction while in progress and upon completion for compliance with construction documents and make appropriate recommendations.
4. Collect data related to all projects, make all proper reports, issue permits of occupancy and certificates under the direction of the Chief Building Official.
5. Additional related tasks as assigned.
6. Will be cross-trained as determined by departmental needs and will assist in training others.
7. May be called out for emergencies.

SUPERVISION RECEIVED:

Works under the direction of the Chief Building Official or his/her designee.

SUPERVISION EXERCISED:

none

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Extensive knowledge of modern building construction practice, methods, materials and equipment.
2. Extensive knowledge of Connecticut State Building Code.
3. Ability to interpret construction documents.
4. Ability to respond courteously to the public.
5. Clear, concise oral and written communication.
6. Ability to inspect buildings under construction and evaluate work in progress.
7. Must have valid Connecticut driver's license.
8. Must have basic computer skills.
9. Must be bondable.

EXPERIENCE AND TRAINING:

1. High school graduate or GED.
2. Must be licensed by the State of Connecticut as an Assistant Building Official.