

**TOWN OF PLAINFIELD**  
**BUILDING OFFICIAL**

The Town of Plainfield is seeking to hire a full-time, certified Building Official, licensed in the State of Connecticut. The Building Official shall enforce all provisions of the Building Code and shall act on any questions relative to the mode or manner of construction and any questions on the materials to be used in the erection, addition to, alteration, repair, removal, demolition, and installation of service equipment and the location, use, occupancy, and maintenance of all buildings and structures. 5 years of experience required in municipal building department or related field. Job description can be found at [www.plainfieldct.org](http://www.plainfieldct.org)

To apply: please submit a resume and an application to the Finance Department, Town of Plainfield, 8 Community Avenue, Plainfield, CT 06374, or email [kvachon@plainfieldct.org](mailto:kvachon@plainfieldct.org). Town of Plainfield is an Equal Opportunity Employer.

**GENERAL DESCRIPTION**

The Building Official shall enforce all provisions of the Building Code and shall act on any question relative to the mode or manner of construction and the material to be used in the erection, addition to, alteration, repair, removal, demolition, and installation of service equipment and the location, use, occupancy and maintenance of all buildings and structures.

**QUALIFICATIONS**

- Current Connecticut Certified Building Official license
- A minimum of 5 years' experience working in a municipal building department and/or in a field related to the building industry, including management experience.
- Good working knowledge of safe and proper methods of building construction and repair, including structural, electrical, heating, sewage, insulation, and water systems.
- Valid driver's license.
- Must be able to review all applications for permits, including plan review.
- Maintains continuing education requirements of 90 hours each 3-year cycle.
- Must be able to effectively use oral, written communication and computer skills in the performance of duties and responsibilities.
- Experience with Microsoft Office software and email systems.
- Ability to analyze data and to prepare reports.
- Ability to work well with office staff and the public.

**DUTIES**

- Administers the Connecticut State Building Code for the Town of Plainfield
- Conducts inspections, investigations, and enforcement actions to ensure that residential, commercial, and other properties comply with the State building and fire codes.
- Receives and examines building and related construction plans and specifications and determines compliance with codes, ordinances, and regulations.

- Confers with and interprets code and regulation requirements to builders, architects, engineers, and the public.
- Inspects all construction in progress and alterations to ensure compliance with code and regulations and issues orders for corrective actions as warranted.
- Makes field inspections of fire-damaged and potentially hazardous buildings and structures, issues orders of unsafe conditions, and takes appropriate follow-up action.
- Authorizes the issuance of certificates of use and occupancy.
- Determines and initiates regulatory or legal action in cases of violation of building codes.
- Prepares reports and provides technical assistance and information in oral and written form to Town departments, boards, commissions, and state and federal agencies as required.
- Organizes and manages the Building Department to provide expeditious, scrupulous service.
- Plans and uses data-processing applications in the management of building activities.
- Prepare and administer annual operating budget for the department.
- Upon request, advise the Board of Selectmen on Town building projects.
- Keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records so long as the building or structure to which they relate remains in existence unless otherwise provided by other regulations.
- Oversees apartment inspections per Ordinance 76.
- On call 24/7.
- Additional duties may be required.

#### **Additional Information**

The Building Official shall be reasonably accessible by cell phone and email by the Building Department, and First Selectman.

When working outside the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow, or airborne particles. At construction sites the employee may be exposed to increased noise levels.

Background check required.