



## City of Derby Position Description

**TITLE:** Assistant Building Official (Part-time)

**CLASSIFICATION:**

This position is an exempt hourly position and shall be considered part-time.

**GENERAL STATEMENT OF DUTIES:**

The Assistant Building Official shall enforce the State Building Code, all rules lawfully adopted and promulgated thereunder, and all other applicable related building laws. He/she shall serve under the direction of the Building Official of the City, who shall prescribe hours of employment and direct the specific duties to be performed or as may be assigned by ordinance.

**SUPERVISION RECEIVED:**

The Assistant Building Official works directly under the supervision of the Building Official and shall hold no other elected or appointed office within the City.

**SUPERVISION EXERCISED:**

The Assistant Building Official has no supervisory authority.

**ESSENTIAL JOB FUNCTIONS:**

The Assistant Building Official shall have all the powers, duties, and responsibilities set forth and prescribed for such persons by the laws of the State of Connecticut, including but not limited to §29-262 of the Connecticut General Statutes and any amendments thereto.

Subject to the specific authorization by the Mayor, the Assistant Building Official of the City is hereby authorized to act as and shall have the additional powers, duties, and responsibilities of the following:

- The Assistant Zoning Enforcement Officer of the City with the powers, duties, and responsibilities set forth and prescribed in §32-17 through 32-23 of the Code of Ordinances of the City of Derby as may be delegated and assigned by the Zoning Enforcement Officer.
- The Assistant Inlands Wetland Officer of the City with the powers, duties, and responsibilities set forth and prescribed by the laws of the State of Connecticut including but not limited to the "Inland Wetlands and Watercourses Act," §22a-36 to 22a-45 of the Connecticut General Statutes

and any amendments thereto as may be delegated and assigned by the Inland Wetlands Officer.

- The Assistant Relocation Officer of the City with the powers, duties, and responsibilities set forth and prescribed by the laws of the State of Connecticut, including but not limited to the “Uniform Relocation Assistance Act,” §8-266 to 8-282 of the Connecticut General Statutes and any amendments thereto, as may be delegated and assigned by the Relocation Officer.

**MINIMUM EDUCATIONAL TRAINING AND EXPERIENCE:**

At a minimum, the Assistant Building Official shall possess the necessary qualifications, experience, licensure, education, and training as required by the State Building Inspector and the Codes and Standards Committee in accordance with the requirements of Connecticut General Statutes, §29-261 and 29-262, as may be amended from time to time. The Assistant Building Official shall attend such continuing education and training programs as are necessary to meet at least the minimum requirements established by the State Building Inspector, and present proof of successful completion thereof to the State Building Inspector.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

In addition to the qualifications required to perform essential job functions, the employee must have strong verbal, written, computer, and interpersonal skills.

**COMPENSATION:**

The part-time Assistant Building Official shall be paid an hourly rate of \$28 per hour, not to exceed 15 hours per week.

The part-time Assistant Building Official will not be entitled to benefits and pension.