



## Job Opportunity

### Assistant Building Official (part-time)

**Location:** 2 Renshaw Road, Darien, CT

**Hours:** Part-time, 14 hours per week  
Flexible schedule during normal business hours, between 8:00 a.m. – 5:15 p.m., M-F

**Compensation:** \$38.00 per hour

**Closing Date:** Posted Until Filled

#### **Distinguishing Characteristics:**

Provides support to the building advisory, inspection and enforcement program; and administers and enforces the State Building Code, Town building ordinances and regulations related to safety and fire codes.

**Supervision Received:** Works under the general direction of the Building Official.

#### **Examples of Essential Duties:**

- Advises homeowners and builders on ways to conform to codes;
- Assists in resolving problems in construction, alteration and renovation of buildings including testing of engineered systems;
- Conducts technical on-site inspections and evaluations on complex code issues;
- Determines appropriateness of building materials and system components based on code interpretation;
- Inspects structure construction for adherence to building codes, including structural, plumbing, and electrical code requirements;
- Interprets and applies current and previously adopted building, plumbing, mechanical and electrical codes, adopted referenced standards and applicable state and federal statutes;
- Keeps records of inspections and violations;
- Makes public safety inspections of places of public assemblage;
- Prepares technical reports;
- Provides local officials, architects, engineers, other design professionals and construction industry representatives with technical assistance in proper application of the code;
- Reviews, analyzes and prepares written recommendations as to acceptability of requests for modification of State building code;
- Reviews building plans and applications including new building alterations, additions, site HVAC and plot plans;
- Reviews documentation for issuance of building permits and certificates of occupancy; and
- Performs related duties as required.

### **Minimum Qualifications:**

- Possess and retain licensure as an Assistant Building Official (or Building Official) under the provisions of Connecticut General Statutes Section 29-262.
  - Must attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.
- Must possess and retain a valid Motor Vehicle Operator's License.

### **Application Procedure**

Applications may be emailed to [kdunn@darienct.gov](mailto:kdunn@darienct.gov) (Reference “Assistant Building Official” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following four (4) documents:

1. Cover Letter;
2. Town of Darien Employment Application (available [www.darienct.gov](http://www.darienct.gov), HR Dept. page);
3. Resume; and
4. Copy of Assistant Building Official (or Building Official) CT License.

*The Town of Darien 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.*

*Posted: 6-03-2020*