



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

**JOB OPPORTUNITY**

Recruiter/Contact: Fern Smenyak, Director of Human Resources  
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Posting Date: November 2, 2016 – Until Filled

Job Title/Dept: Assistant Building Official, Full-Time Non-Union

Salary: Based on Experience

Closing Date: **Responsibilities & Description of Duties, Position Begins January 2, 2017**  
Under the general supervision of the Chief Building Official, responsible for assisting in the administration and enforcement of the State Building Code, related regulations and ordinances by performing building inspections, plan reviews and other enforcement duties.

**Essential Functions**

- To receive applications, review construction documents and issue permits for the erection and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of the Code.
- To issue all necessary certificates, notices or orders to ensure compliance with the Code.
- To perform all of the required inspections, or accept reports of inspection, by approved agencies or individuals. Reviews test and research reports of method of construction, various materials, equipment and devise used in structures.
- To keep official records of applications received, permits and certificates issued, fees collected, report of inspections, notices and orders issued.
- To maintain State Certification by attending seminars and code enforcement training to earn the prescribed minimum continuing education units.
- Confers with contractors, town officials, property owners and the general public to provide information and resolve problems and address complaints.
- Provides technical consultation to other Town Departments and appropriate agencies as necessary.
- Performs other related duties as required.

**Knowledge, Abilities, and Skills**

Excellent organizational skills. Ability to multitask and complete multiple projects on-time and within budget. Proficiency with MS Office Suite, including database management. Possess a general knowledge of building materials, requirements of building construction. Possess a general knowledge of design and construction relating to accessibility and use of buildings by the physically disabled. Possess a general knowledge of fire prevention, and items of equipment essential for the safety, comfort and convenience of building occupants. Ability to interact professionally with multiple levels of the general public, Town Officials and Town Employees.

**Certificates And Licenses Required**

High School diploma or equivalent required.  
Bachelor's degree in a Civil Engineering or related field preferred.  
Three years' experience in construction, design or supervision required.  
State of Connecticut Building Assistant Official License required.  
CT Driver's License required.