



**CITY OF GROTON  
POSITION DESCRIPTION  
ASSISTANT BUILDING OFFICIAL**

**\$2,000 Sign on Bonus! (50% at 6 mos./50% at 12 mos.)  
RETIREMENT = City Defined Benefit Plan - 5 year vesting!**

**Position Title:** Assistant Building Official  
**Department:** Building and Zoning Building and Zoning Official  
**Union:** Non-Union  
**FLSA Exempt:** Non-Exempt  
**Salary Range:** \$73,000-\$78,000  
**To Apply:** <https://www.indeed.com/cmp/City-of-Groton-3/jobs>  
Or download application from:  
<https://cityofgroton.com/government-services/job-dashboard> and  
return to [avedisianl@cityofgroton-ct.gov](mailto:avedisianl@cityofgroton-ct.gov) with job title in subject line.  
**Closing Date:** Open until position is filled

**SUMMARY**

The Assistant Building Official, under the direct supervision of the Building Official, performs administrative, professional and technical duties in municipal Building and Zoning functions, for the City of Groton.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 and the City of Groton Zoning Regulations.
3. Inspect all construction while in progress and upon completion for compliance with construction documents and make appropriate recommendations.
4. Collect data related to projects, prepare reports and issue permits under the direction of the Building Official.
5. Additional related tasks as assigned.
6. Assist in preparation department budget.
7. Will be cross-trained as determined by departmental needs and will assist in training others.
8. Maybe called out for emergencies.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

- Extensive knowledge of modern building construction practice, methods, materials and equipment.

- Extensive knowledge of the Connecticut State Building Code.
- Ability to interpret construction documents.
- Ability to respond courteously to the public.
- Clear, concise oral and written communication.
- Ability to inspect buildings under construction and evaluate work in progress.
- Must have valid Connecticut driver's license.
- Must have basic computer skills.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or GED.

Must possess a valid State of Connecticut license as a Building Official or Assistant Building Official.

Must possess and maintain a valid State of Connecticut driver's license and safely operate a City of Groton vehicle and have a good safety record

Must be able to utilize a computer including word processing, spreadsheets and specialized software, phone, fax and copy machine and other equipment pertaining to this position.

### **LANGUAGE SKILLS**

Ability to read, speak and write the English language.

### **PHYSICAL DEMANDS**

Must be in good physical condition. The physical demands described are representatives of those that must be met by an employee to successfully perform the essential functions of this position. The employee is frequently required to sit, walk, talk and/or hear, use hands and fingers, handle and/or feel. The employee is required to visit sites, developed and undeveloped, walk in hilly and unstable conditions, and inspect Municipal infrastructure. The employee must frequently lift and/or move up to ten (10) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORKING ENVIRONMENT**

The working environment is usually in an office setting with minimal noise. In the field, the employee may be exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock and vibration.