



## CITY OF GROTON POSITION DESCRIPTION BUILDING AND ZONING OFFICIAL

**Position Title:** Building and Zoning Official  
**Department:** Building and Zoning  
**Reports To:** Mayor  
**Union:** Non-Union  
**FLSA Status:** Exempt  
**Approved By:** Mayor  
**Date Approved:** August 31, 2020

### SUMMARY

The Building and Zoning Official is responsible for the operation of the City of Groton's Building and Zoning Department to include the administration and enforcement of the Connecticut State Building Code and other referenced material in the Connecticut State Building Code and Connecticut General Statutes. The Building and Zoning Official is responsible for inspecting all new buildings under construction and any renovations to existing buildings. The Building and Zoning Official is also responsible for the enforcement of the regulations and decisions of the Eastern Point Historic District Commission, Conservation Commission, Building Code Board of Appeals, Rental Housing Code Board of Appeals, Zoning Board of Appeals, Harbor Management Commission and serves as the Flood Plain Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **Management**

Provides direct supervision to the employees of the Building and Zoning Department and ensures that the functions of the Zoning and Building Department are met.

Attends Mayor and Council/Committee of the Whole/Group/Department Head meetings as required.

Responds to requests for information from Mayor and Council, residents or other outside agencies.

Interviews, hires and trains employees; plans, assigns and directs work; conducts performance appraisals; rewards and disciplines employees; addresses complaints and resolves problems.

Prepares and submits the budget for the Boards and Commissions under his/ her jurisdiction.

Develops budget and administers the expenses of the Building and Zoning Department budget.

Performs other duties as may be assigned.

#### **Public Relations**

Ensures that the Building and Zoning Department performs its responsibilities in a timely manner.

Maintains an excellent working relationship with the general public, Department Heads, design professionals, contractors and building owners.

Reflects a positive image of the City of Groton.



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### **Building and Zoning**

Answers all question regarding materials and methods of construction for new construction, alterations or repairs and changes of occupancy to existing buildings.

Requires compliance with the provisions of the State Building Code and all rules lawfully adopted as well as laws relating to the construction, alteration, inspection, repair, removal, demolition and integral equipment and location, use, accessibility, occupancy and maintenance of buildings and structures.

Performs inspections throughout the construction project and at the completion of work so that a Certificate of Occupancy can be issued.

Issues Certificate of Occupancy or Certificate of Code Compliance when buildings have been constructed, altered or repaired in accordance with the Connecticut State Building Code.

Schedules inspections with contractors and witnesses tests, code compliance and other building related safety requirements, inspections including building construction, electrical, plumbing, HVAC installations.

Reads, interprets and explains Building Codes, City ordinances and regulation requirements to the citizens of the City, contractors, engineers and architects.

Investigates claims of unsafe conditions in existing buildings, tenant/landlord complaints and ensures minimum housing is maintained.

Prepares reports, keeps regulations updated required by the Federal Regulations and ensures that new construction and substantial improvements comply with the Federal Flood Insurance Act.

Reviews and issues building, electrical, plumbing, Heating, Ventilating and Air-Condition (HVAC), sprinkler and demolition permits, reviews all construction drawings submitted for permit to ensure compliance with the State of Connecticut Building Code, Electric Code, Plumbing Code, Mechanical Code, and all applicable National Fire Protection Codes. Reviews State requirements for physically disabled persons.

Ensures all discrepancies are put in writing and sent to the applicant notifying them what measures must be taken to obtain a permit.

Coordinates plan review with Fire Marshal, Director of Health, Planning and Zoning and other authorities before issuance of building permit.

Appears in court to testify in matters under his/her jurisdiction.

Prepares and submits the Zoning and Building Department's Annual Report, Housing Inventory Report and other reports as required.

### **Conservation Commission**

Provides administrative support for the Conservation Commission.

Enforces the Inland/Wetland regulations and permits issued by the Conservation Commission as the Inland Wetlands Agency.



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### **Harbor Management Commission**

Provides administrative support for Harbor Management Commission.

Works with the Harbor Master to ensure regulations are enforced.

### **Historic District Enforcement Official**

Enforces the requirements of the Historic District Ordinance through issuing correction notices and following up as needed through the City Attorney and/or court actions.

Provides administrative support for the Eastern Point Historic District Commission.

Reviews and ensures that a Certificate of Appropriateness is issued by the Eastern Point Historic District Commission prior to building permits being issued.

Inspects and approves final work for conformance.

### **Rental Housing Code Board of Appeals**

Provides administrative support for the Zoning Board of Appeals.

Enforces the City of Groton Rental Housing code to ensure that all rental residential units meet minimum housing requirements.

### **Zoning Board of Appeals**

Provides administrative support for the Zoning Board of Appeals.

Enforces zoning regulations.

## **QUALIFICATIONS**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In-depth knowledge of computer systems. Proficient in word processing, personal computers and the ability to instruct employees in the use of the systems. Ability to work well with other Department Heads, managers and supervisors. Efficient work habits and accuracy required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Punctual, regular and consistent attendance is required.

Must possess and maintain as a condition of employment, a valid Connecticut State driver's license and operate a motor vehicle safely.

Must be licensed as a Building Official by the Department of Public Safety and maintain certification.



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**EDUCATION AND/OR EXPERIENCE**

Bachelor of Science degree from an accredited four-year college/university preferred, but not required, in a related field or experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to read, interpret and scale construction documents.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, sit, stoop, kneel, crouch and/or crawl; use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, ability to distinguish colors and depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work typically conducted in office working conditions virtually without disagreeable features. The noise level in the work environment is generally quiet, but at the scene of accidents, natural or man-made disasters any number of unfavorable or severe conditions may exist, manifesting stressful situations and physical danger.