

## **Job Template: Assistant Building Inspection & Compliance Official**

<b>Occupational Group</b>	Institutional Operations
<b>Job Family</b>	Capital Planning and Construction
<b>Job Path</b>	Building Inspection and Compliance
<b>Job Title</b>	<b>Assistant Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: F11002</b>

### **P2: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

→ *Context of Decisions*

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ *Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.

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<b>Job Title</b>	<b>Assistant Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: F11002</b>

### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Problems tend to be modestly technical or operational.

→ *Course of Resolution*

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ *Measure of Creativity*

- Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
- Most of the obstacles, issues, or concerns can be handled with established practice and policy.

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

### **SCOPE AND MEASURABLE EFFECT**

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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<b>Job Title</b>	<b>Assistant Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: F11002</b>

### **Job Template**

#### **GENERAL SUMMARY**

Assists in the review of construction documents and work in the field in order to ensure compliance with the CT building and fire codes and statutes for all new, non-threshold construction and renovation of existing buildings. Serves as a secondary resource for building and fire code compliance for UConn project managers and outside contractors.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under general supervision of a supervisor or manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Regularly resolves routine building and fire code and statute issues, referring more complex issues to Building Inspector & Compliance Official or Supervisor.
- Aids in reviewing construction documents. Collaborates with Building Officials, project managers, and architects to ensure compliance with CT building and fire codes and statutes.
- Working with a Building and Compliance official, advises design professionals, project managers, consultants, and contractors on the provisions of the building code. Provides guidance on design strategies to proactively achieve code compliance.
- Enforces the CT building codes and statutes by performing field inspections of ongoing work and tracking routine, non-complaint issues through resolution; assists Building Inspection & Compliance Official with more complex and unique situations.
- Recommends sanctions for stopping work and project progress to Building Inspectional & Compliance Official when non-compliance or permit issues are identified.
- Determines necessity of design modifications in consultation with architects, project engineers, and construction personnel.
- Attends project meetings with UConn project managers and contractors. Provides advice on needed inspections based upon the current work being performed.
- Serves as a resource and provides general technical advice to University staff, construction personnel, and state officials regarding appropriate policies, fire safety standards, and state building codes.

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<b>Job Path</b>	Building Inspection and Compliance
<b>Job Title</b>	<b>Assistant Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: F11002</b>

- Keeps informed of changes and updates to state building codes, fire safety standards, and mandated building construction safety procedures and materials.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- Possess and retain Assistant Building Official licensure from the State of Connecticut
- Four years of commercial construction experience, including one year as a licensed Assistant Building Official.

OR

- Possess and retain Assistant Building Official licensure from the State of Connecticut
- Associate degree or completion of technical courses in construction, building and/or fire codes or inspection principles.
- One year as a licensed Assistant Building Official.

### **COMPETENCIES**

#### **Knowledge of:**

- The methods, materials, and equipment used in the building design and construction
- Building codes, fire safety standards, and major trade areas relative to building construction and maintenance
- Basic engineering and architectural principles
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Interpret and apply building construction standards

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<b>FLSA Status: E</b>	<b>Job Code: F11002</b>

- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Read and interpret building construction documents and specifications
- Maintain complete and accurate records
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

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<b>Occupational Group</b>	Institutional Operations
<b>Job Family</b>	Capital Planning and Construction
<b>Job Path</b>	Building Inspection and Compliance
<b>Job Title</b>	<b>Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: F11000</b>

### **P4: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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<b>Job Title</b>	<b>Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: F11000</b>

### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

### **SCOPE AND MEASURABLE EFFECT**

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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<b>Job Title</b>	<b>Building Inspection &amp; Compliance Official</b>
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- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.



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<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: F11000</b>

### Job Template

#### GENERAL SUMMARY

Serves as a primary resource for UConn project managers and outside contractors regarding all building and fire code compliance questions, concerns, and inspections. Enforces the CT building and fire codes and statutes for all new, non-threshold construction and renovation of existing buildings. Responsible for issuing certificate of occupancy affirming a building is suitable to occupy.

#### REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Serves as a lead worker to employees who perform similar functions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Serves as an authority on state and University building and fire code and statute compliance.
- Works collaboratively with various building project stakeholders, including project managers and architects to review construction documents and plans.
- Determines necessity of design modifications in consultation with architects, project engineers, and construction personnel to avoid timeline delays.
- Advises design professionals, project managers, consultants, and contractors on optimal design strategies that would achieve building and fire code compliance.
- Attends project meetings with UConn project managers and contractors. Provides advice on needed inspections based upon the current work being performed.
- Enforces the CT building codes and statutes by performing field inspections of ongoing work and tracking both routine and unique non-complaint issues through resolution.
- Closes out construction projects. Reviews submitted documents, conducts final inspections, and reviews building code requirements. Issues certificates of occupancy based on building inspections for code compliance.
- Possesses the authority to stop construction projects at any stage due to non-compliance.

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<b>Job Title</b>	<b>Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: F11000</b>

- Serves as a primary resource and provides in-depth technical advice to University staff, construction personnel, and state officials regarding appropriate policies, fire safety standards, and state building codes.
- Keeps informed of changes and updates to state building codes, fire safety standards, and mandated building construction safety procedures and materials.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- Possess and retain Building Official licensure from the State of Connecticut
- Eight years of commercial construction experience, including three years of experience as a licensed Building Official.

OR

- Possess and retain Building Official licensure from the State of Connecticut.
- Associate degree or completion of technical courses in construction, building and/or fire codes, or inspection principles.
- Six years of commercial construction experience, including two years of experience as a licensed Building Official.

### **COMPETENCIES**

#### **Knowledge of:**

- The methods, materials, and equipment used in the building design and construction
- Building codes, fire safety standards, and major trade areas relative to building construction and maintenance
- Basic engineering and architectural principles
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

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<b>Job Family</b>	Capital Planning and Construction
<b>Job Path</b>	Building Inspection and Compliance
<b>Job Title</b>	<b>Building Inspection &amp; Compliance Official</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: F11000</b>

### **Ability to:**

- Interpret and apply building construction standards
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Read and interpret building construction documents and specifications
- Maintain complete and accurate records
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

## Job Template: Building Inspection & Compliance Supervisor

<b>Occupational Group</b>	Institutional Operations
<b>Job Family</b>	Capital Planning and Construction
<b>Job Path</b>	Building Inspection and Compliance
<b>Job Title</b>	<b>Building Inspection &amp; Compliance Supervisor</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: F11001</b>

### **M6: Level Standards**

#### **GENERAL ROLE**

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
- Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
- Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
- Distribute work and monitor workload among staff.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Understands the smallest details of an assigned area.

→ *Job Controls*

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<b>Job Family</b>	Capital Planning and Construction
<b>Job Path</b>	Building Inspection and Compliance
<b>Job Title</b>	<b>Building Inspection &amp; Compliance Supervisor</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: F11001</b>

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

### **COMPLEXITY AND PROBLEM SOLVING**

#### *→ Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

#### *→ Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

#### *→ Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

### **SCOPE AND MEASURABLE EFFECT**

- Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Actions may have high-risk compliance or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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<b>Job Title</b>	<b>Building Inspection &amp; Compliance Supervisor</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: F11001</b>

### **Job Template**

#### **GENERAL SUMMARY**

Accountable for managing the University's building and fire code compliance program, supervising staff accountable for partnering with University stakeholders to ensure structure designs and projects comply with all University and state building and fire codes and statutory regulations.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager. Manages the day-to-day operations and a group of employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Oversees and reviews staff assigned plan-review reports and field inspection reports for accuracy, completeness, proper code application, and compliance enforcement.
- Provides parameters for interpretation, technical guidance, and leadership to Building Official and Fire Marshal Office staff, in code compliance in areas of: building construction, structure, mechanicals, plumbing, energy conservation, electrical components, accessibility, and usability.
- Provides staff training and assistance with program policies and practices. Establishes and maintains unit procedures. Develops or makes recommendation on development of compliance program policies and standards for improved efficiency and effectiveness.
- May review, adjust, and approve plans to achieve building and fire code compliance suggested by Building Officials.
- Emphasizes the importance to Building Official staff of collaborating with constituents, project managers, and consultants to support construction efforts and avoid or mitigate non-compliance issues that will negatively impact project timelines and expenditures.
- Serves as a code compliance expert to UConn Planning, Design and Construction, UConn Facilities Operations and Building Services, design professionals, and contractors.
- Reviews and approves issuance of building permits, certificates of occupancy, and certificate of approvals.

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<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: F11001</b>

- Responds to audit reviews or assessments from outside authorities.
- Conducts technical on-site inspections and evaluations.
- Possesses the authority to stop construction work and project progress at any stage due to non-compliance.
- Stays abreast of changes and updates to state building codes, fire safety standards, and mandated building construction safety procedures.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- Possess and retain Building Official licensure from the State of Connecticut
- Eleven years of commercial construction experience, with at least four years of experience as a licensed Building Official.

OR

- Possess and retain Building Official licensure from the State of Connecticut.
- Associate degree or completion of technical courses in construction, building and/or fire codes, or inspection principles.
- Nine years of commercial construction experience, with at least four years of experience as a licensed Building Official.

OR

- Possess and retain Building Official licensure from the State of Connecticut.
- Bachelor's degree in a related field.
- Seven years of commercial construction experience, with at least four years of experience as a licensed Building Official.

### **COMPETENCIES**

#### **Knowledge of:**

- Building, electrical, plumbing, and related codes
- Inspection and code enforcement procedures
- Laws/regulations and the application of legal authority of building officials
- Microsoft Office and related software applications

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<b>Job Title</b>	<b>Building Inspection &amp; Compliance Supervisor</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: F11001</b>

### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

### **Ability to:**

- Conduct plan reviews and inspections and produce reports
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Create and maintain complex and technical records
- Meet established deadlines and manage multiple projects simultaneously
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management