



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

BUILDING OFFICIAL

SALARY AND BENEFITS: \$122,117.00 per year including a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by Connecticut Municipal Employees Retirement System (CMERS), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

TO APPLY: Please email a cover letter, resume, supplied application and copy of a current State of Connecticut Building Official License to COB.Jobs@BridgeportCT.gov.

The position of Building Official shall be filled in accordance with Connecticut General Statutes Chapter 541, section 29-260, Bridgeport Charter, and the rules of the Civil Service Commission.

Submissions must be received or postmarked no later than Friday, February 4, 2022. (Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

GENERAL STATEMENT OF DUTIES:

The Building Official provides the Director of Planning and Economic Development and/or designee with support for unifying leadership and vision in the strategic direction, implementation and management of the City's Building Department and budget. The Building Official advises on all Building and-related programs and issues as prescribed in the provisions set forth in Connecticut General Statutes section 29-261.

The building official shall have the authority to adopt policies and procedures in order to clarify the application of its provisions. Such policies and procedures shall be in compliance with the intent and purpose of the State Building Code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for the State Building Code, nor shall they have the effect of establishing requirements in excess of those set forth in the State Building Code.

This department director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent directs Building operations, maintenance and programs through subordinate supervisors with assigned responsibility for specific aspects of the Building Department portfolio. The incumbent works under the general direction of the Director of Planning and Economic

Development and/or designee and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge to accomplish program objectives.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems and technology, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed to advance the City and Building Department strategy to improve operations and decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Provides Building Code advice to City Council, City Management, City Staff and outside agencies. Excellent verbal and written communication skills are needed to interact effectively with each of these stakeholders which includes presentations to any of these groups; and where necessary focus groups and the general public.
- Coordinates and participates in meetings with the City's departments to build and understand the City's business needs.
- Confers with management to determine functional needs and technical requirements of departments to determine boundaries and priorities of Building Department projects.
- Specialized inspection work of high technicality and responsibility in connection with regulating building construction, alterations and repairs.
- Inspects buildings in the process of construction, alteration or repair to assure compliance with pertinent codes and regulations.
- Enforce the correction of defects or deviations from building codes; discuss pertinent problems with builders, architects, engineers and owners and advise and assist; ensure compliance with approved plans; investigate violations; keep records and make reports; administer the codes and supervise the Building Department.
- Consults with senior management involved with proposed projects to insure cooperation and further define the nature of the project.
- Manages and oversees assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

- Ability to enforce regulations with firmness, tact and impartiality, to establish and maintain effective working relationships with contractors, property owners and the and the general public.
- Performs other duties as required.

MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE

- Completion of high school, vocational school or the equivalent; college graduation preferred.
- At least five (5) years experience in construction, design or supervision of the construction
- Minimum of five (5) years of professional experience in construction, design or supervision.
- Minimum of five (5) to ten (10) years of direct personnel management of which has been at a senior leadership role.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively drive process and technology change in a dynamic operating environment and engage and support diverse business stakeholders.
- Able to communicate technical information in common language as to be understood by people outside the Building and construction industry.
- Extensive knowledge of the Connecticut State Building Code, the methods, materials and techniques of the general construction trades.
- Considerable knowledge of CFSC and Connecticut General Statutes and related regulations.
- Considerable knowledge on the qualities and strengths of building materials, fire safety regulations and other items of equipment essential for the safety, comfort and convenience of building occupants.
- Considerable knowledge of the accepted accessibility, light and ventilation, health, safety and sanitation requirements.
- Knowledge of theory, principles, practices and techniques of public administration, including budgeting and financial planning, financial management, human resources, purchasing, risk management, operations management and other general operational support services.
- Knowledge of Federal, state and local laws, regulations and court decisions applicable to this position.
- Knowledge of Municipal fiscal, budgetary and financial operations of government.
- Ability to analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations and sources of revenue.
- Ability to operate flexibility within shifting political and operational constraints.

LICENSES AND CERTIFICATIONS:

- A valid Connecticut Driver's License may be required for transportation between various sites.
- A valid Building Official License issued by the Connecticut Department of Public Safety.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

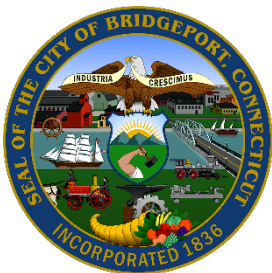
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments such as a computer keyboard and terminal, photocopier, and calculator.

- Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Work may involve occasional outdoor fieldwork.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. There is some repetitiveness in program coding, a need for extreme accuracy, and paying attention to detail. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone and other interruptions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.

An Equal Opportunity Employer MF/AA/DIS



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
----------------------	--	------	--

APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT								
Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>			

Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>			

Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>		
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>	OTHER <input type="checkbox"/>	

IN CASE OF EMERGENCY, PLEASE NOTIFY:					
Name:			Name:		
Relationship:			Relationship:		
Home Phone:			Home Phone:		
Work Phone:			Work Phone:		
Cell Phone:			Cell Phone:		

DISCLAIMER AND SIGNATURE

Signature		Date	
-----------	--	------	--

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.