

**INTERNAL ONLY**

**CITY OF NEW LONDON  
CONNECTICUT**

**RECRUITING ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

**Position title:**           **Assistant Building Official**

**Salary:**                   **\$92,647.00 - \$107,403.00 annually**

**General Description of Job:**

Performs responsible administrative, supervisory and technical work in the review and evaluation of plans and specifications of all new construction, alterations, additions and repairs for compliance with the State of Connecticut Building Code, City ordinances, the City's Coastal Area Management Act, the Flood Plain Regulations and related regulations.

**Minimum Qualifications:**

Bachelor Degree in Engineering, Architecture or a related field from an accredited college or university plus three (3) years of building construction and/or inspection experience including plan examination for code compliance or an Associate's degree plus 5 years of similar experience, or an equivalent combination of education and training plus 8 years of responsible related experience.

**Examination \*:**

Training & Experience	Department	Background	Health Physical
Evaluation	Interview	Investigation	
(Weighted 70%)	(Weighted 30%)	(Pass/Fail)	(Pass/Fail)

\* ***Each*** portion of the examination process ***must*** receive a passing score of 70% or more in order to proceed to the next phase of the examination process. The City reserves the right to move only a select number of applicants forward to the Department Interview.

\*\* In accordance with the personnel policies extra points may be awarded to those applicants with proven New London residency, Honorable Military service (DD214 must be attached). And bi-lingual. Points will be added after the candidate has passed all portions of the examinations. Extra points may not be used to pass a failing grade.

**Employment Benefits:**

Liberal fringe benefits – Anthem medical, CIGNA Dental, CVS Caremark Prescription Drug, Life Insurance, Sick Leave, Vacation and Holidays, and Worker's Compensation.

**How to Obtain Information:**

For an application (required), apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or email completed application to [jobs@newlondonct.gov](mailto:jobs@newlondonct.gov) EOE MFH

Your application must be submitted before **September 23, 2025 at 3:00 P.M.**

FLSA: Exempt  
Grade: 11  
Location: Development & Planning  
Approved by Personnel Board: 5-29-12  
Concurred Union (MEU): 5-12  
Hours: 35

## **ASSISTANT BUILDING OFFICIAL**

### **GENERAL STATEMENT OF DUTIES:**

Performs responsible administrative, supervisory and technical work in the review and evaluation of plans and specifications of all new construction, alterations, additions and repairs for compliance with the State of Connecticut Building Code, City ordinances, the City's Coastal Area Management Act, the Flood Plain Regulations and related regulations.

Works under the general direction of the Building Official and serves as the Building Official in his/her absence.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

Reviews and evaluates plans, systems and specifications for building permits for compliance with the state building Code; assists applicants in submission of acceptable plans and specifications; issues permits for all construction including demolition and certificate of occupancy; estimates the value of construction costs before construction; computes, collects and records permit fees and makes field inspections as required.

Directs and performs building, electrical, heating, plumbing and housing code inspection and enforcement activities with responsibility for interpreting and enforcing laws, ordinances and codes relating to the construction, addition, alteration, repair of buildings within the City. Makes on-site inspections of all structural elements during construction. Inspects electrical, plumbing, heating, air conditioning and fire protection installations during construction, repair, or alterations, and examines completed installations. Inspects sewer installations and maintenance.

Confers with architects, engineers, builders, and fabricators on construction practices and related matters of safety. Confers with Fire Marshall when needed for plan review; confers with and advises subordinates on housing code issues.

Investigates complaints and interprets codes, ordinances, and regulations to contractors and property owners. Inspects demolition sites for safety. Makes final inspections prior to issuance of a Certificate of Occupancy.

Issues stop work orders when construction does not comply with approved plans. Initiates arrest warrants and affidavits as necessary. Represents City in court proceedings involving building code violations.

Maintains accurate records of inspections and performs follow-up as required.

Conducts studies, compiles information, prepares reports and represents department before City Boards and Commissions.

Makes referrals to other departments, maintains reports and files of inspections, code violations, and abatement orders.

Supervises departmental employees as assigned and resolves difficult technical problems.

Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern building construction principles, practices, materials and equipment and well as the principles and practices of building construction and structural engineering as applied to enforcing building regulations; knowledge of building construction, maintenance and repair.

Thorough knowledge of building, electrical, heating, and plumbing codes and enforcement; municipal building laws and ordinances, building codes and related regulations.

Skilled in the use of a personal computer and to prepare technical reports.

Skilled in conducting thorough inspections of houses, apartments, commercial and industrial buildings and in presenting facts, findings and recommendations effectively in oral and written form.

Comprehensive ability to perform plan reviews in accordance with practices, time frames and limits established by State Regulations. Ability to understand and interpret complex building construction plans and specifications.

Ability to plan, direct and coordinate all phases of inspection services overseeing the inspection work of subordinates and enforcing and/or administering regulations with tact and authority to ensure conformance with Building Codes.

Ability to establish and maintain cooperative and effective relationships with supervisors, subordinates, peers, government officials, building owners, architects, contractors and the general public.

Ability to negotiate construction sites and to handle all physical aspects of inspection work in all weather conditions and to meet the physical demands of working in an office environment.

Ability to operate a motor vehicle in the State of Connecticut.

### **MINIMUM QUALIFICATIONS:**

Bachelor Degree in Engineering, Architecture or a related field from an accredited college or university plus three (3) years of building construction and/or inspection experience including plan examination for code compliance or an Associate's degree plus 5 years of similar experience, or an equivalent combination of education and training plus 8 years of responsible related experience.

### **SPECIAL QUALIFICATIONS:**

Must be a licensed Building Official by the State of Connecticut.

Revised: 5-12