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TOWN OF EAST HARTFORD
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DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

August 27, 2015

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL 2001

ASSISTANT BUILDING OFFICIAL – GENERAL 1
INSPECTION & PERMITS
GRADE 10

There is a vacancy for the position of Assistant Building Official – General 1 in the Inspection & Permits Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. September 4, 2015.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately: 8/27/15

Remove: 9/4/15

- A working knowledge of the State Building Code and zoning regulations.
- Physical ability to inspect construction work in progress, buildings and sites.
- Ability to write correspondence and reports.
- Ability to work in poor weather conditions, including heat, cold, rain and snow.

SUPERVISED BY:

- Receives general supervision from Director of Inspections and Permits.
- Receives supervision for building inspections from the Building Division Supervisor.
- Receives zoning and property maintenance supervision from the Zoning and Property Maintenance Supervisor.

QUALIFICATIONS:

- The skills and knowledge required would generally be acquired with graduation from a Vocational Technical School and have three years' experience in a construction trade.

LICENSE OR CERTIFICATE:

- Licensed as an Assistant Building Official pursuant to CGS Section 29-261
- Connecticut Motor Vehicle Operator's License.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Includes exposure to video display terminals on a daily basis.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



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Phone
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APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: _____ Date: _____

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	