

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
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East Hartford, Connecticut 06108

(860) 291-7221

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DEPARTMENT OF  
HUMAN RESOURCES

[www.easthartfordct.gov](http://www.easthartfordct.gov)

May 20, 2016

**EMPLOYMENT OPPORTUNITY**  
**CSEA INC/SEIU, LOCAL 2001**

**ASSISTANT BUILDING OFFICIAL (ELECTRICAL)**  
**INSPECTIONS & PERMITS**  
**GRADE 11**

There is a vacancy for the position of Assistant Building Official (Electrical) in the Inspections & Permits Division.

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. May 31, 2016.

Attachments: Job Description and  
Application for Review of Qualifications

**Please post immediately:5/20/16**

**Remove: 5/31/16**

## TOWN OF EAST HARTFORD

**TITLE:** Assistant Building Official (Electrical)      **Grade:** 11  
**Department:** Inspections and Permits      **Date:** 7/01/1987

### POSITION DEFINITION:

Performs inspection, review, and enforcement duties in assisting in the administration and enforcement of the State Building Code, National Electrical Code and related regulations. Provides lead supervision in the inspection, review and acceptance of new electrical systems and equipment, and inspects electrical systems or equipment damaged by fire or natural causes to determine safe operating condition. Performs general building inspections as needed.

### GENERAL DUTIES:

- Reviews oral or written assignments from supervisor.
- Plans and organizes work according to unit and standard procedure.
- Allocates work to secretaries and clerks.
- Primary inspection assignment is within respective construction discipline, performs related inspections, i.e. general, heating and plumbing, etc. as needed.
- Receives building and system plans.
- Analyzes and evaluates plans, including location, design, materials, construction methods, health and safety measures.
- Coordinates review with other town departments.
- Recommends issuance of building permits.
- Performs field inspections of construction work in process to assure conformity with code and regulations.
- Enforces building and electrical code.
- Assists with zoning regulations.
- Recommends issuance of certificates of occupancy.
- Confers with, and interprets code provisions and application procedures to architects, engineers, contractors, and members of the public.
- Assists public in modifying plans or in taking corrective action to comply with code and/or regulations.
- Provides technical consultation to town departments in specific building construction areas, including electrical systems and equipment to assure public health and safety.
- Assists Director in inspection and review of major construction projects.
- Prepares supporting statistical and narrative reports for supervisor.
- Reports work accomplished to supervisor.

### ADDITIONAL DUTIES:

- Organizes and maintains files on inspection and review work.
- Investigates complaints of building code violations and takes corrective action.
- Provides technical consultation to town departments and commissions as needed.

### SUPERVISED BY:

Receives general supervision from Director of Inspections and Permits.

### QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with graduation from a Vocational Technical School or completion of an apprenticeship training program in electrical skill and five years experience in a construction trade.
- Ability to interpret engineering and architectural drawings and specifications.
- A strong working knowledge of the building and electrical codes and related building and zoning ordinances, regulations and procedures.
- Ability to explain code regulatory information to members of the public.
- Physical ability to inspect construction work in progress.
- Some ability to prepare and present written reports.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.

### LICENSE OR CERTIFICATE:

- Licensed as an E-1 Unlimited Contractor, or and E-2 Unlimited Journeyman for two years.
- Certified as an Assistant Building Official, Section 19-391 of the Connecticut General Statutes.
- Connecticut Motor Vehicle Operator's License.

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



# TOWN OF EAST HARTFORD

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 East Hartford, Connecticut 06108  
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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: \_\_\_\_\_

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

<b>Name of Employer</b>		<b>Job Title</b>	
<b>Address</b>		<b>City</b>	<b>State</b>
<b>Zip Code</b>			
<b>Dates of Employment:</b>		<b>Name and Title of Supervisor</b>	<b>Telephone Number</b>
From _____ to _____ month year		<b>Description of duties, responsibilities, and significant accomplishments:</b>	
To _____ to _____ month year			
<b># Hrs. Worked Weekly</b>		<b>Reason For Leaving</b>	

<b>Name of Employer</b>		<b>Job Title</b>	
<b>Address</b>		<b>City</b>	<b>State</b>
<b>Zip Code</b>			
<b>Dates of Employment:</b>		<b>Name and Title of Supervisor</b>	<b>Telephone Number</b>
From _____ to _____ month year		<b>Description of duties, responsibilities, and significant accomplishments:</b>	
To _____ to _____ month year			
<b># Hrs. Worked Weekly</b>		<b>Reason For Leaving</b>	

<b>Name of Employer</b>		<b>Job Title</b>	
<b>Address</b>		<b>City</b>	<b>State</b>
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