

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360  
(860) 889-2324/Fax: (860) 889-1222/Email: [office@seccog.org](mailto:office@seccog.org)

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## Job Announcement

### Residential Building Inspector Trainee

Entry-level, temporary full-time position with the Southeastern Connecticut Council of Governments with the potential to transition to permanent hire upon State Licensure. This employee will participate in a training-to-employment program which requires a combination of work and study. In order to be considered for this program, candidates must qualify for exam entry to the State of CT Residential Building Inspector licensing exam. Failure to attend classes, or pass the exam within four (4) months of hire will result in termination.

Initial Training Wage: \$25.00 per hour (35 hour, M-F work week). Compensation includes health insurance and retirement benefits. Trainees who complete the required training and pass the State Residential Building Inspector licensure exam may be considered for permanent employment as a building inspector with a starting wage (as of April 12, 2024) of \$33.46 per hour.

The Southeastern Connecticut Council of Governments (SCCOG) is a public agency with representatives from twenty-two towns, cities, and boroughs, in the southeastern portion of Connecticut, formed to provide a basis for intergovernmental cooperation in dealing with a wide range of issues. SCCOG operates a Regional Building Official Service under its Municipal Services program.

#### NATURE OF WORK:

The Residential Building Inspector Trainee performs a variety of routine and complex administrative and technical work in administering and enforcing residential building and related codes in municipalities participating in the Regional Building Official Service.

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**Member Municipalities:** Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

The selected candidate is expected to study for the exam in both their own time as well as prescribed work time. SCCOG will require the selected candidate to attend self-paced and classroom format online training classes, and to attend classes where some local travel may be required. Related mileage will be reimbursed at the standard IRS prescribed rate. Should the trainee be hired as permanent staff, they would be expected to continue training for and seek Assistant Building Official licensure within three years of employment.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (non-exclusive of all duties)

- Assists the Building Official with office administration when assigned.
- Assists in the preparation of work schedules and the expedition of the workflow.
- Assists administrative staff in performing duties; provides customer service in person, online, and on the phone; adjusts errors and manages complaints.
- Enforces the residential portion of the CT State Building Code for one- and two-family dwellings and Townhouses, including structural, mechanical, plumbing, electrical, abatement of dangerous buildings, and enforcement of local ordinances when so directed.
- When so directed, issues notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction, to required adequate means of egress facilities in existing buildings and structures, and to ensure compliance with all code requirements for the health, safety, and general welfare of the public under the direction of the Building Official.
- Makes required inspections and/or accepts reports of inspection by approved agencies or individuals.
- Keeps official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued.
- Explains, interprets, and provides guidance as directed regarding all applicable codes to homeowners, architects, engineers, contractors, developers, and other interested parties.
- Examines building plans for residential construction types to determine compliance with code requirements and related regulations.

- Research problems and complaints as directed, regarding residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Assists in the administration of the permitting function, including application, fee assessment and collection, permit issuance inspection and occupancy.
- Assists in the coordination of plan review, inspections, and enforcement actions.

### MINIMUM QUALIFICATIONS

The minimum qualifications for the Trainee position are as follows:

- Be eligible for admission to the licensing exam (CT DAS, Division of the CT State Building Inspector, Office of Education and Data Management) for Residential Building Inspector licensure; complete the training course and pass the licensure exam within the SCCOG prescribed time frame; or already possess a valid CT Residential Building Inspector License.
- Completion of high school, vocational school, or the equivalent.
- Valid CT Driver's license, clean driving record, and reliable use of personal vehicle.
- Basic computer skills, working knowledge of MS Office suite of applications, ability to use and learn form-type software applications.
- Possession of least five (5) years of experience in the construction, design, or supervision of the construction of one- and two-family detached dwellings and one-family townhouses.
- Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort, and convenience of occupants of one-and two-family detached dwellings and one-family townhouses and their accessory structures; and
- Demonstration of the following:
  - Ability to read and interpret plans and specifications of one-and two-family detached dwellings and one-family townhouses and their accessory structures.
  - Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures; and

- Ability to express oneself clearly and concisely both orally and in writing.
- Must possess and retain a valid CT Motor Vehicle Operator's License.

A criminal background check will be performed on all prospective candidates.

KNOWLEDGE, SKILLS, AND ABILITY EXPECTED AT THE END OF THE INITIAL TRAINING PERIOD

- Thorough knowledge of the residential portion of the CT State Building Code, experience with and or educational exposure to the following trade work: excavation and site work; concrete and masonry; framing, drywall, and carpentry; mechanical, electrical, and plumbing.
- Ability to work independently, exercise mature judgment and make responsible decisions in accordance with established policies and procedures.
- Ability to develop and maintain records, reports and logs.
- Basic computer and typing skills.
- Ability to establish and maintain effective and courteous working relationships with State and local officials, public officials, other departments, and agencies. Effective communication includes both verbal and written; also, must have the ability to maintain confidentiality.
- Physical ability to work safely in the construction industry and avoid injuries:
- Physical strength and stamina are necessary to navigate a residential construction site.
- Endurance to stand long hours.
- Dexterity and flexibility to manage basic hand and power tools, computer interfaces.
- Fine motor skills.
- Good balance.
- Good hand-eye coordination.
- Good eyesight and hearing.
- Good posture.
- Correct lifting technique, ability to lift 50 lbs.

- Ability to climb ladders and scaffolds at heights up to 30’.
- Compliance with safety protocols
- Use of personal protective equipment (PPE)
- OSHA-10 Certification
- Knowledge of basic first aid

### WORK ENVIRONMENT

- Work is performed in the field and office. The work is subject to general supervision and is normally carried out with considerable independence and initiative, although it is subject to review by the analysis of reports or inspection. The work involves moderate risks or discomforts, which may require special safety precautions while working in a restricted area. May also involve exposure to diverse weather conditions to complete building inspection activities. Must be able to push/pull objects weighing more than 50 lbs. Must be mobile and able to navigate through construction materials on uneven grade and able to perform simple manipulative skills. Must be able to sit or stand for prolonged periods and able to remain in uncomfortable positions for long periods. Able to perform tasks which require hand-eye coordination as well as arm-hand steadiness such as climbing a ladder. Work may occasionally be required beyond normal working hours.

### METHOD OF SELECTION

Weight Oral Board Examination 100%, Passing Score 70. SCCOG reserves the right to limit the number of qualified candidates invited to participate in any portion of the selection process. Candidates must achieve a passing score of seventy (70) on the oral examination to have their name placed on the Eligible List for this position. An individual appointed to the position must satisfactorily complete a four month probationary/training period.

## APPLICATION PROCESS

Additional application instructions may be posted on the the SCCOG website at <https://seccog.org/employment>. **Applications will not be considered without a resume and letter of interest.** Applications will be accepted until Wednesday, June 12, 2024, or until filled.

Send cover letter and resume via mail or email to:

[office@seccog.org](mailto:office@seccog.org)

SCCOG

5 Connecticut Avenue

Norwich, CT, ATTN: Office Manager