



# City of Meriden, Connecticut

*Department of Human Resources*

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**Building Inspector-Multiple positions  
Department of Zoning and Enforcement  
Full Time-40 hour work week**

This is a very responsible code enforcement position, which performs skilled & specialized daily inspections of residential, commercial and industrial structures, including multi-family homes, private businesses, daycares, and municipal structures. Position involves plan review and inspection of all phases of construction, including electrical, structural, plumbing, mechanical, HVAC and sprinkler systems arising from citizen complaints and/or from Meriden Fire and Housing Departments. Administers and enforces the State Building Code, City building ordinances and regulations. This position has the responsibility for making difficult technical and enforcement decisions.

A high school or trade school diploma or equivalent, plus a minimum of 3 year's experience in building construction, which includes inspections of electrical, plumbing & mechanical installations and structural inspections.

Minimum of 1-year experience as a building inspector for a municipality or private company.

**Must be a certified State of Connecticut Assistant Building Official. Must have a valid Connecticut driver's license.**

The salary range for this position is \$69,097.60 to \$93,808.00 \*Effective 7/1/2024.

**Hiring Incentive \$8,000.00 (\$2,000 after 4 months, \$2,000 after 8 months, and \$4,000 after one year)**

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications with copies of all licenses/certifications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Open until filled.

E.O.E.

**City of Meriden  
Building Inspector**

**General Description**

This a very responsible code enforcement position, which performs skilled & specialized daily inspections of residential, commercial and industrial structures, including multi-family homes, private businesses, daycares, and municipal structures. Position involves inspection of all phases of construction, including electrical, structural, plumbing, mechanical, HVAC and sprinklers systems arising from citizen complaints and/or from Meriden Fire and Housing Departments. Administers and enforces the State Building Code, City building ordinances and regulations. This position has the responsibility for making difficult technical and enforcement decisions.

**Supervision Received**

Works under the general supervision of the Building Official. Works independently when performing on-site inspections.

**Examples of Duties**

Inspects construction projects at various stages of completion for adherence to State Building Code, National codes and City building ordinances and regulations. Inspects for compliance or defects to applicable codes.

Reviews, analyzes and evaluates preliminary & final construction plans (plan review) and associated trade permit applications submitted to the City for all new construction projects and/or for renovations/additions.

Notifies responsible persons of defects and issues written & oral instructions for corrections. Conducts follow-up inspections to monitor compliance. Enforces the correction of violations at inspection sites.

Monitors compliance throughout the City to ensure all installations are in compliance with the national, state and city codes, ordinances and standards.

Writes reports covering inspection findings and actions taken. Writes and issues violation notices and compliance letter, as required.

Reviews applications for installation permits and accompanying plans & specifications to determine conformity with appropriate codes, depending on type of installation. Recommends approval or denial of permits and may issue permits in the absence of the Building Official.

Confers and collaborates with contractors, builders, architects, engineers, City officials concerning all-phases of construction, including structural, electrical, plumbing, mechanical, HVAC and sprinkler systems. May be asked by supervisor to attend evening meetings.

Meets with public, in person, by telephone or by email to investigate citizen complaints.

Participates in departmental meetings and attends training.

**Knowledge, Skills and Abilities**

Thorough knowledge of State, City and National building codes, including electrical, plumbing, mechanical, structural, HVAC and sprinkler systems.

Thorough knowledge of methods, materials and techniques specific to each building trade.

Thorough knowledge of construction principles and practices.

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Considerable ability to perform inspections at all phases of construction and to diagnose violations, unsafe conditions and hazards on-site.

Considerable ability to enforce regulations with firmness and tact, demonstrated in the presence of the public. Ability to manage difficult customer situations, whether in person or by telephone or email.

Considerable ability to prioritize own work. Considerable ability to manage situations requiring diplomacy, fairness, firmness and exercise sound independent judgment.

Considerable ability to establish and maintain effective working relationships with superiors, associates, contractors, property owners/developers, architects and engineers.

Good ability to read and interpret plans and specifications.

Good ability to express oneself clearly and concisely, orally and in writing.

Ability to work in a fast-paced environment, ability to multi-task.

Ability to utilize computer software, such as Word, Excel and VIEW Permit. Knowledge of hand-held electronic devices, a plus.

Practicing appropriate safety precautions and procedures.

Physical Demands and Working Conditions

Work is performed in both indoor and outdoor environments. May be required to transverse uneven terrain, work in trenches, access rooftops and work in confined spaces. Employee must have mobility to visit construction sites on a regular basis. Site visits may include, but not limited to, exposure to heat, cold, dust, mud, noise, moving heavy equipment, with exposure to hazardous work conditions. Physical demands consist of frequent standing, walking, climbing, lifting and/or carrying up to 25 pounds.

Qualifications

A high school or trade school diploma or equivalent, plus a minimum of 3 years experience in building construction, which includes inspections of electrical, plumbing & mechanical installations and structural inspections. Minimum of one (1) year experience as a building inspector for a municipality or private company.

Special Requirements

Certification as an Assistant Building Official in the State of Connecticut. Certification as a Building Official in the State of Connecticut is preferred. Must possess and maintain a valid State of Connecticut Driver's License.