**P4: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.

*🡪 Context of Decisions*

* Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
* Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

*🡪 Job Controls*

* Has the latitude to make decisions on projects that they are accountable for delivering on.
* Free to plan and carry out all phases of work assignments.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

*🡪 Course of Resolution*

* Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.
* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
* Actions typically affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
* Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
* Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

**Job Template**

**GENERAL SUMMARY**

Serves as a primary resource for UConn project managers and outside contractors regarding all building and fire code compliance questions, concerns, and inspections. Enforces the CT building and fire codes and statutes for all new, non-threshold construction and renovation of existing buildings. Responsible for issuing certificate of occupancy affirming a building is suitable to occupy.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a supervisor or manager. Serves as a lead worker to employees who perform similar functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Serves as an authority on state and University building and fire code and statute compliance.
* Works collaboratively with various building project stakeholders, including project managers and architects to review construction documents and plans.
* Determines necessity of design modifications in consultation with architects, project engineers, and construction personnel to avoid timeline delays.
* Advises design professionals, project managers, consultants, and contractors on optimal design strategies that would achieve building and fire code compliance.
* Attends project meetings with UConn project managers and contractors. Provides advice on needed inspections based upon the current work being performed.
* Enforces the CT building codes and statutes by performing field inspections of ongoing work and tracking both routine and unique non-complaint issues through resolution.
* Closes out construction projects. Reviews submitted documents, conducts final inspections, and reviews building code requirements. Issues certificates of occupancy based on building inspections for code compliance.
* Possesses the authority to stop construction projects at any stage due to non-compliance.
* Serves as a primary resource and provides in-depth technical advice to University staff, construction personnel, and state officials regarding appropriate policies, fire safety standards, and state building codes.
* Keeps informed of changes and updates to state building codes, fire safety standards, and mandated building construction safety procedures and materials.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Possess and retain Building Official licensure from the State of Connecticut
* Eight years of commercial construction experience, including three years of experience as a licensed Building Official.

OR

* Possess and retain Building Official licensure from the State of Connecticut.
* Associate degree or completion of technical courses in construction, building and/or fire codes, or inspection principles.
* Six years of commercial construction experience, including two years of experience as a licensed Building Official.

**COMPETENCIES**

**Knowledge of:**

* The methods, materials, and equipment used in the building design and construction
* Building codes, fire safety standards, and major trade areas relative to building construction and maintenance
* Basic engineering and architectural principles
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Troubleshooting
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Interpret and apply building construction standards
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Read and interpret building construction documents and specifications
* Maintain complete and accurate records
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management