**M6: Level Standards**

**GENERAL ROLE**

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

* Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
* Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
* Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
* Distribute work and monitor workload among staff.
* Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
* May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by departmental policy and procedures.
* Understands the smallest details of an assigned area.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments, including the oversight of staff.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
* Variables affecting the problem are generally known.

*🡪 Course of Resolution*

* Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

*🡪 Measure of Creativity*

* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

**SCOPE AND MEASURABLE EFFECT**

* Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
* Actions regularly affect a department or an office-centric outcome with departmental impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Actions may have high-risk compliance or safety implications.
* Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Accountable for managing the University’s building and fire code compliance program, supervising staff accountable for partnering with University stakeholders to ensure structure designs and projects comply with all University and state building and fire codes and statutory regulations.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager. Manages the day-to-day operations and a group of employees.

**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.*

* Oversees and reviews staff assigned plan-review reports and field inspection reports for accuracy, completeness, proper code application, and compliance enforcement.
* Provides parameters for interpretation, technical guidance, and leadership to Building Official and Fire Marshal Office staff, in code compliance in areas of: building construction, structure, mechanicals, plumbing, energy conservation, electrical components, accessibility, and usability.
* Provides staff training and assistance with program policies and practices. Establishes and maintains unit procedures. Develops or makes recommendation on development of compliance program policies and standards for improved efficiency and effectiveness.
* May review, adjust, and approve plans to achieve building and fire code compliance suggested by Building Officials.
* Emphasizes the importance to Building Official staff of collaborating with constituents, project managers, and consultants to support construction efforts and avoid or mitigate non-compliance issues that will negatively impact project timelines and expenditures.
* Serves as a code compliance expert to UConn Planning, Design and Construction, UConn Facilities Operations and Building Services, design professionals, and contractors.
* Reviews and approves issuance of building permits, certificates of occupancy, and certificate of approvals.
* Responds to audit reviews or assessments from outside authorities.
* Conducts technical on-site inspections and evaluations.
* Possesses the authority to stop construction work and project progress at any stage due to non-compliance.
* Stays abreast of changes and updates to state building codes, fire safety standards, and mandated building construction safety procedures.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Possess and retain Building Official licensure from the State of Connecticut
* Eleven years of commercial construction experience, with at least four 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.
* Nine years of commercial construction experience, with at least four years of experience as a licensed Building Official.

OR

* Possess and retain Building Official licensure from the State of Connecticut.
* Bachelor’s degree in a related field.
* Seven years of commercial construction experience, with at least four years of experience as a licensed Building Official.

**COMPETENCIES**

**Knowledge of:**

* Building, electrical, plumbing, and related codes
* Inspection and code enforcement procedures
* Laws/regulations and the application of legal authority of building officials
* Microsoft Office and related software applications

**Skill in:**

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

**Ability to:**

* Conduct plan reviews and inspections and produce reports
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Create and maintain complex and technical records
* Meet established deadlines and manage multiple projects simultaneously
* 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