**P2: 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.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* May 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 general supervision.
* Periodic checks on accuracy, quality, and timeliness of outcomes.

*🡪 Context of Decisions*

* Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

*🡪 Job Controls*

* Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
* Guided by general procedures and professional norms.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Problems tend to be modestly technical or operational.

*🡪 Course of Resolution*

* Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
* Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

*🡪 Measure of Creativity*

* Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
* Most of the obstacles, issues, or concerns can be handled with established practice and policy.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

* 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 indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

**Job Template**

**GENERAL SUMMARY**

Assists in the review of construction documents and work in the field in order to ensure compliance with the CT building and fire codes and statutes for all new, non-threshold construction and renovation of existing buildings. Serves as a secondary resource for building and fire code compliance for UConn project managers and outside contractors.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under general supervision of a supervisor or manager.

**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.*

* Regularly resolves routine building and fire code and statute issues, referring more complex issues to Building Inspector & Compliance Official or Supervisor.
* Aids in reviewing construction documents. Collaborates with Building Officials, project managers, and architects to ensure compliance with CT building and fire codes and statues.
* Working with a Building and Compliance official, advises design professionals, project managers, consultants, and contractors on the provisions of the building code. Provides guidance on design strategies to proactively achieve code compliance.
* Enforces the CT building codes and statues by performing field inspections of ongoing work and tracking routine, non-complaint issues through resolution; assists Building Inspection & Compliance Official with more complex and unique situations.
* Recommends sanctions for stopping work and project progress to Building Inspectional & Compliance Official when non-compliance or permit issues are identified.
* Determines necessity of design modifications in consultation with architects, project engineers, and construction personnel.
* Attends project meetings with UConn project managers and contractors. Provides advice on needed inspections based upon the current work being performed.
* Serves as a resource and provides general 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 Assistant Building Official licensure from the State of Connecticut
* Four years of commercial construction experience, including one year as a licensed Assistant Building Official.

OR

* Possess and retain Assistant 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.
* One year as a licensed Assistant 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