



**SOUTHEASTERN
CONNECTICUT
COUNCIL OF
GOVERNMENTS**

5 Connecticut Avenue
Norwich, CT 06360
(860)889-2324
secogct.gov

Representing 22 towns, cities, and boroughs in
Southeastern Connecticut.

On-Call Assistant Building Official (Part-Time Backup)

The Southeastern Connecticut Council of Governments (SECOG) has an immediate need for an experienced, licensed building code enforcement official(s) to provide services to municipalities in southeastern Connecticut.

This part-time employee will work under the supervision of SECOG's full-time building official, providing supplemental services as needed to cover PTO and supplement existing staff capacity. Compensation will be based on hourly work performed.

Application Process

Send cover letter and resumé to:

Amanda E. Kennedy, AICP, Executive Director
Southeastern Connecticut Council of Governments
5 Connecticut Avenue, Norwich, CT 06360
office@secogct.gov

Closing date: January 1, 2026, or until filled.

About the Position

The part-time Assistant Building Official will perform duties as directed related to the inspection and permitting of construction activities.

- Reviews, interprets, enforces and implements applicable laws, ordinances, regulations, and the State Building Code.
- Reviews and approves construction plans and specifications and performs inspections for conformance with the State Building Code. Enforces corrective actions as needed.
- Assists in coordination of review of permit applications with other Town departments and appropriate agencies.
- Discuss pertinent problems with builders, architects, engineers, and owners and advise and assist.
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints. Ensure compliance with approved plans.
- Investigate violations; keep records and make reports.

Qualifications

- State of CT Building Officials License
- Motor Vehicle License
- Thorough knowledge of the Connecticut State Building Code, the methods, materials, and techniques of the general construction trades.
- A working knowledge of CFSC and C.G.S. and related regulations.
- A working knowledge on the qualities and strengths of building materials, fire safety regulations and other items of equipment essentials for the safety, comfort, and convenience of building occupants.
- Ability to read and interpret plans and specifications
- Ability to enforce regulations with firmness, tact, and impartiality, to establish and maintain effective working relationships with municipal staff and elected officials, contractors, property owners, and general public
- Ability to express oneself clearly and concisely orally and in writing.
- Satisfactory completion of criminal background check

About the Southeastern Connecticut Council of Governments

SECOG serves 22 municipalities with a total population of 280,430 and functions as the region's Metropolitan Planning Organization. SECOG also counts as affiliate members Connecticut's two federally recognized Native American Tribes and works closely with the region's two military installations, the United States Naval Submarine Base and the United States Coast Guard Academy.

Primary focus areas of SECOG are regional planning, which includes producing studies and plans that affect the responsible development of the region; transportation planning and prioritization of State and Federal transportation funding; and regional services, which includes staffing assistance to local land use commissions and coordinating inter-municipal cooperation. SECOG's full-time building official currently provides services to four municipalities: Montville, Bozrah, Franklin, and Preston.

About Southeastern Connecticut

SECOG's offices are located in Norwich, CT, at the center of a dynamic region known for its diverse assets. The region is critically important to Connecticut's economy for its tourism, defense, and defense manufacturing, and will soon be New England's hub for the growing Offshore Wind Industry. The region is conveniently located within fifty miles of Hartford, New Haven, and Providence and enjoys highway and rail connections to nearby Boston and New York City.

An Affirmative Action/Equal Opportunity Employer