

SENIOR CODE OFFICIAL IN CHARGE OF SPECIAL PROJECTS

DEPARTMENT:

Land Use

REPORTS TO:

Town Administrator

STATUS:

Confidential exempt

DIRECT REPORTS:

None

SUPERVISORY RESPONSIBILITY:

None

EMPLOYMENT STATUS;

Full-Time 37 hours

SALARY AND BENEFITS

Per the offer letter

POSITIONS PURPOSE

The Senior Code Official in Charge of Special Projects position is established to provide senior-level attention to municipal construction, renovation, infrastructure, grant and other special projects from conception and planning through completion.

A primary purpose is to reduce fiscal impacts, improve efficiency, accelerate project timelines and achieve better outcomes through dedicated oversight and coordination from project conception through completion. By having one experienced professional focused on the details and continuity of projects from cradle to grave. The Town can identify potential issues earlier in the process, coordinate resources more effectively, reduce duplication and delays, maintain momentum through various stages of planning, permitting, funding, procurement, construction and closeout.

The position will work collaboratively with the Town Administrator, Board of Selectmen, Town-Wide Facilities Director, Town Engineer, Finance Team, Building and Fire Marshal, design professionals and other municipal and community stakeholders to identify opportunities to reduce costs, improve efficiencies, resolve issues and achieve successful project outcomes.

One primary function is to help accelerate the development, procurement, administration and completion of grants and special projects by providing dedicated coordination and follow through across departmental and organizational boundaries. The position will help ensure that opportunities are identified, applications and supporting documentation are completed, required approvals are obtained, projects are properly procured and managed, and grant and project requirements are followed through to completion and closeout.

The position will also provide additional depth, continuity, and stability to the Regional Building Department by expanding the municipalities' access to experienced code professionals. This additional capacity is particularly important in an environment where qualified code professionals are increasingly difficult to recruit and retain. This will provide greater resilience when staff vacancies, workload demands or technically complex issues arise.

The position is intended to serve as a senior technical and project-management resource for the municipality while complimenting, rather than competing with or replacing the responsibilities of existing department heads and municipal staff. The position will provide technical direction, coordination and support without assuming direct responsibility for other municipal employees. The position is unable to perform code enforcement activities in Bolton as it would be a conflict of interest with the essential responsibilities of this role.

BUILDING CODE AND ADMINISTRATION

- Support the Regional Building Department by serving as the Building Official for Ashford and Willington.
- Provide direction, technical guidance, and professional support to the Building Official and Fire Marshal staff in the interpretation and application of building, fire, life safety and related codes, particularly in technically complex or challenging matters.
- Provide continuity and operational support in the Regional Building Department during vacancies, staff absences, unusually high workloads, periods of increased permitting or inspection activity, and technically complex projects.
- Review plans, specifications, construction documents, and related materials in order to provide technical recommendations within the scope of the position's authority.
- Assist in resolving difficult, or unusual code, construction, inspection, permitting and complex issues.

MUNICIPAL PROJECTS AND OWNERS' REPRESENTATIVE

- Coordinate Bolton-specific municipal construction, renovation, facility, infrastructure, and other special projects from initial planning through completion.
- When designated by the Town Administrator or Board of Selectmen, serve as the Town's owner's representative for municipal construction, renovation and infrastructure projects.
- Provide project coordination and continuity through planning, design, permitting, procurement, construction, inspection, commissioning and closeout.

- Review plans, specifications, contracts, schedules, proposed changes, and other project documents to provide technical recommendations to the appropriate municipal officials.
- Conduct site visits and attend construction, project and job coordination meetings as appropriate.
- Monitor assigned projects for adherence to approved schedules, budgets, specifications, bid alternates, scope changes, plans, permits and other project requirements.
- Maintain and report on project milestones, deadlines, deliverables, approvals and closeouts.
- Identify and call out project risks, cost overruns, delays, construction conflicts, code compliance issues, and other conditions that could adversely affect the outcome of the project.
- Recommend corrective actions and assist in resolving project issues in a timely manner.
- Evaluate opportunities for alternative approaches, improved construction methods, operational efficiencies, and other measures that may reduce or improve long-term value for the Town.
- Coordinate communication among municipal officials, departments, Town Engineer, design professionals, contractors, consultants, regulatory agencies and other project stakeholders.
- Collaborate with the Town Engineer and other technical professionals on engineering, infrastructure, site, drainage, roadway, utility, structural and other technical aspects of municipal projects consistent with the respective and professional authority of each individual.

GRANTS AND PROCUREMENT

- Identify and evaluate grant opportunities that support the goals and priorities of the Board of Selectmen.
- Write, or assist in writing, grant applications, grant related documentation, bid specifications, requests for proposals and other procurement documents.
- Assist in developing projects and documentation necessary to obtain grant funding.
- Track grant requirements, deadlines, reporting obligations, reimbursements, matching funds, project deliverables, and other grant conditions through grant closeout.
- Collaborate with Town Administrator, Finance Team, Facilities Director, Town Engineer, department heads, and other stakeholders to coordinate grant activities, project requirements, schedules, reporting and related workflows.
- Collaborate with municipal staff, design professionals, and others to prepare projects for competitive bidding and assist in coordinating the procurement process.

- Assist with contractor selection, bid review and contract administration.
- Monitor contractor performance and compliance with the contract requirements.
- Maintain appropriate records.

BUDGET RESPONSIBILITIES

- Assist with the development and monitoring of project budgets.
- Review project expenditures and look for potential cost overruns or fiscal concerns.
- Coordinate with the Town Administrator and Finance Department to develop project funding strategies.
- Assist in evaluation of long-term financial implications of capital projects.

SPECIAL PROJECTS

- Undertake special projects assigned by the Town Administrator that require municipal construction, code, technical, or project management expertise.
- Provide cross departmental assistance when a project requires it.
- Research and evaluate challenges and make recommendations for practical solutions.
- Perform other related tasks that are consistent with the purpose and responsibilities of the role.

AUTHORITY AND RESPONSIBILITY

- The individual in this position is responsible for coordinating and overseeing projects specifically assigned by the Town Administrator. It has the authority to communicate with contractors, consultants, engineers, architects, other agencies and project participants on behalf of the Town within the scope of assigned responsibilities.
- The position may review plans, specifications, contracts, invoices, schedules, reports, and other project documents in order to assist in identifying potential deficiencies, concerns or problems and recommend appropriate actions.
- The position does not replace or supersede the authority of the Building Official, Fire Marshal Town Engineer or other municipal officials.
- The position does not have any direct supervisory responsibility unless specifically assigned by the Town Administrator.

REPORTING AND COLLABORATION

- This position reports directly to the Town Administrator.
- The position works closely with the Town Engineer and Town Wide Facilities Director on municipal projects.
- The position also collaborates with the local code officials and land use agencies as appropriate for the projects.

QUALIFICATIONS

- Significant experience in construction, code enforcement, construction management, public works, project administration, facilities management, or closely related field.
- Demonstrated knowledge of codes, construction practices, permitting requirements, and inspections.
- Demonstrated ability to manage projects from planning through completion and closeout.
- Ability to interpret plans, specifications, contracts, codes, regulations and technical documents.
- Ability to coordinate with contractors, consultants, engineers, architects, municipal departments and regulatory agencies.
- Ability to work effectively with elected officials and municipal employees.
- Experience with grant writing and grant administration.

KNOWLEDGE AND SKILLS

- Thorough knowledge of construction methods, materials, sequencing and practices.
- Knowledge and ability to apply codes and regulations.
- Ability to understand and analyze complex construction issues and develop practical cost-effective solutions.
- Strong project management skills.
- Ability to review and understand plans, specifications, contracts, and technical reports.
- Demonstrated ability to communicate clearly and effectively to both technical and non-technical audiences.
- Able to work independently while maintaining appropriate communication with the Town Administrator.

PHYSICAL REQUIREMENTS

- The position requires work in both an office and construction environment.
- The employee must be capable of walking over uneven terrain, climbing ladders or stairs, entering structures and construction areas, conducting field inspections, and being outdoors in varying weather conditions.

POSITION STATUS

- The job description is intended to describe the general nature and level of work performed by the employees engaged in the role. It is not intended to be an exhaustive list of all duties, responsibilities, knowledge, skills, or abilities required.
- The duties and responsibilities may be modified or refined to meet the needs of the Town of Bolton.

09/24/26

To: The Bolton Board of Selectmen

From: Town Administrator, James Rupert

Subject: Recommended process for selecting the Chief Financial Officer

Develop a set of questions:

There should be a uniform set of questions developed that are used to interview each candidate. The questions should be designed to elicit responses that demonstrate a candidate's ability to comprehend and communicate, their knowledge of the roles and responsibilities of the job and any questions that relate specifically to Bolton.

The uniform set of questions allows each candidate to be evaluated fairly using the same criteria.

Select candidates for interviews:

Two possible methodologies exist for this step. The first would be for the Board Selectmen to review all of the applications and select which ones to be interviewed.

The second option is to ask two or three local Finance Directors to assist the Town Administrator to select candidates to interview. This method has the advantage of having municipal finance professionals review the applications for the most important things needed to fulfill the role.

Top five candidates are interviewed:

The practice that is widely used is to have a board of local municipal professionals (in this case, CFO's or Finance Directors) working in a similar role to that which you are hiring for along with the Town Administrator or Town Manager conduct initial interviews and recommend the top three candidates to the Board of Selectmen. Normally you would have two or three professionals along with the Town Administrator conduct the interviews with the HR person facilitating the process. This approach provides the Board with the benefit of an independent professional assessment of each candidate and allows for a more focused approach by the Board. This type of structured process promotes consistency, transparency and a clear distinction between the professional evaluation and the final Decision by the Board.

The panel would provide a written advisory assessment that summarizes the evaluation based on the following key criteria.

- Municipal accounting and financial reporting

- Budget development and forecasting
- Internal controls and audits
- Debt, cash management and investments
- Any Connecticut specific finance requirements
- Management and leadership experience
- Communication
- Judgement and integrity
- Problem solving ability

Board of Selectmen interviews the top three candidates and selects the applicant

The Board of Selectmen interview the three finalist candidates using their own interview process and the evaluation report provided by the panel. Once the Board makes its final selection any offer is contingent on a full background check. It is important that the Board makes the final selection in accordance with the Town Charter.