


JOB DESCRIPTION

Building Inspector I & II

Date of Last Revision: December, 2020

 WESTERLY Rhode Island	DEPARTMENT	Development Services – Building Division		
	REPORTS TO	Building Official		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Building Official, The Building Inspector I & II shall enforce all the provisions of the Rhode Island Code and any other applicable state statutes, rules and regulations, or municipal ordinances as it relates to the manner of construction, and the materials to be used in the construction, reconstruction, alteration, repair, use, occupancy, and maintenance of all buildings and structures, including any building or structure owned by any authority.

ESSENTIAL JOB FUNCTIONS

- Inspect stages of construction as required during the course of construction, alteration, and repair work as frequently as necessary. Inspections may include climbing and bending, and may require fitting into tight, small, low, high, and generally awkward spaces.
- Discuss and document issues (verbally and written), which are related to housing, building, and zoning inspection work with contractors, tenants, and property owners.
- Conduct plan reviews for all types of construction for preparation of inspections.
- Conduct footing, concrete and structural inspections of buildings and other structures including signs. Ensure that structures conform to approved permit plans, codes, and zoning regulations.
- Through effective oral and written communication, explain and interpret state and municipal codes to contractors, tenants, and property owners.
- Conduct final inspections of buildings.
- Investigate complaints involving construction, zoning, and property maintenance. Advise complainant and take necessary action as appropriate such as issue stop work orders to ensure compliance to building code.

ADDITIONAL JOB FUNCTIONS

- Assist Zoning and Property Maintenance offices as needed.
- Maintains professional memberships and continues training in organizations promoting continued education in Building Services which includes attendance at related meetings, seminars and conferences.
- Works with Town Departments to achieve Community Rating System (CRS) certification.
- Works with other staff members in the Offices of Planning, Zoning, Code Enforcement, and Property Maintenance.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Generally informed on the quality and the strength of building materials, methods, and practices used in building construction, good practice in fire prevention, accepted requirements regarding light

and ventilation, requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants.

- Municipal ordinances and related codes and regulations pertaining to conditions of existing multi-family, the constructions of accessory building and zoning regulations.
- Codes, and ability to apply code requirements to specific situation and to interpret when discrepancies exist.

SKILLS in:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude.
- Maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.
- Minimum of three (3) years of experience in construction, design, and supervision.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Shall be certified in RI as a Building Inspector I or II or possess an International Code Council (ICC) certification for Inspector I or II.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.

- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to eighty (80) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.