


JOB DESCRIPTION
Building Official

Date of Last Revision: December, 2020

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

POSITION OVERVIEW

Under the general direction of the Director of Development Services, the Building Official is responsible for planning, coordinating, and supervising all aspects of the Building division, including enforcement of safe construction practices throughout the town following laws, ordinances and regulations.

ESSENTIAL JOB FUNCTIONS

- Plan, coordinate, and supervise the work of the Building division including assessing progress, evaluating and mentoring staff, providing education when appropriate, and implementing procedures to improve efficiency and customer service.
- Assure safe work methods and procedures are used in all operations.
- Review and issue all building and trade permits; collect fees; review, approve or reject all applications and plans; and file all records of issued permits and plans and certificates.
- Document each phase of construction; prepare and draft reports and institute legal proceedings where appropriate to ensure compliance to building code.
- Perform site inspections on permitted jobs for completeness by visually inspecting structures and dwellings.
- Respond to inquiries and complaints and provide appropriate problem resolution in a professional and timely manner.

ADDITIONAL JOB FUNCTIONS

- Maintains professional memberships and continues training in organizations promoting continued education in Building services which includes attendance at related meetings, seminars, and conferences.
- Attends Building Appeals Board and other Board and Commission meetings as (such as Town Council, etc.) as required.
- Works with Town Departments to achieve Community Rating System (CRS) certification.
- Works with other staff members in the Offices of Zoning, Planning, Code Enforcement and Property Maintenance.
- Follow-up on all unresolved issues or complaints and determine a viable solution.
- Performs counter duties as necessary.
- 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 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.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Construction, Architecture, or related field.
- Minimum of five (5) years of experience in construction, design or code enforcement
- Minimum of two (2) years supervisory or managerial experience.
- 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 a certified building official in RI or possess an International Code Council (ICC) certification as a Certified Building Official (CBO).
- Must maintain building official certification through the State of RI and ICC as required.

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.