



**Job Description**  
**Town of Westerly**

Job Title:	Building Official								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Dev. Svcs.			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

**General Summary:**

This position is responsible for maintaining safe construction practices throughout the town following state law.

**Essential Functions:**

1. Directs, manages, leads, coordinates, trains and mentors departmental staff.
2. Ensures compliance with and educates on all applicable federal, state and Town laws, ordinances and regulations.
3. Issues all building and other permits, reviews all applications, review plans, keeps records of all issued permits and plans and certificates.
4. Collects fees and prepares and drafts reports and institute legal proceedings.
5. Reviews, approves or rejects applications by reviewing plans for completeness with state code.
6. Performs site inspections on permitted jobs for completeness by visually inspecting structures and dwellings.
7. Documents each phase of construction and collects and reviews information relative to the project.
8. Maintains files on all permits and projects relative to the office by separating and filing all paperwork.
9. Receives and addresses complaints and concerns from the public and resolves complex issues.
10. Investigates and documents complaints and violation of codes.

**Other Functions:**

1. Attends conferences, seminars, committee and council meetings as required.
2. Follow-up on all unresolved issues or complaints and determine a viable solution.
3. Performs counter duties as necessary.
4. Other related duties as assigned.

**Education & Experience:**

Education:  
Bachelor's degree in construction, architecture, or related field.

Experience:

Three years of experience in construction, code enforcement, planning or zoning or directly related field. Experience must include supervisory or managerial experience.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations of building inspections.
- Knowledge of building construction and remodeling methods, materials and techniques.
- Working knowledge of Town codes and ordinances.
- Working knowledge of principles and procedures of record keeping and reporting.
- Working knowledge of various computer based systems.

This position requires the following skills:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Organizing and prioritizing work and completing projects and assignments within deadlines.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Manage various computer applications including Excel and Word

**Licenses & Certifications:**

Certification as a Certified Building Official through the International Code Council is preferred and will be required within two years of employment.

Possess a valid driver's license.

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand				<b>x</b>
Walk				<b>x</b>
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders			<b>x</b>	
Climb or balance			<b>x</b>	
Stoop, kneel, crouch, or crawl			<b>x</b>	
Talk or hear				<b>x</b>
Taste or smell		<b>x</b>		
Driving (including valid driver's license)				<b>x</b>

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds				<b>x</b>	
Up to 25 pounds				<b>x</b>	
Up to 50 pounds			<b>x</b>		
Up to 100 pounds		<b>x</b>			
More than 100 pounds		<b>x</b>			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
<b>x</b>	Moderate Noise	<b>x</b>	Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts					<b>x</b>
Work in high places					<b>x</b>
Risk of electrical shock			<b>x</b>		
Risk of radiation		<b>x</b>			
Work in extreme weather conditions					<b>x</b>
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals			<b>x</b>		
Vibration			<b>x</b>		
<i>Special Vision Requirements</i>					
<b>x</b>	Close vision	<b>x</b>	Distance vision		
	Color vision	<b>x</b>	Peripheral vision		
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.