

# **TOWN OF JAMESTOWN POSITION DESCRIPTION**

## **Class Title: Building and Zoning Official**

### **RESPONSIBILITIES AND DUTIES**

Plans, organizes, oversees and reviews programs and activities of the Building Department and administers Town, State, and Federal codes and ordinances relating to private construction projects, provides effective customer service to the community and project applicants regarding building and zoning codes; functions as a key member of the department management team. Conducts and oversees field inspections of buildings during construction and reviews construction plans, specifications, and engineering calculations to determine compliance with legal requirements of codes, ordinances, and accepted engineering practices. Supervises and manages field inspectors and support staff. Performs all duties as defined in the International Building Code.

This position is responsible for the overall administration and direction for the Town's building plan review, permit issuance, building inspection, code enforcement, and related functions. Monitors changes in codes and legislation, new building materials and construction methods and provides updated interpretations of codes and regulations to the public and other Town staff. Analyzes, reviews, and prepares code amendments or supplements.

Assist and advise the public in matters related to regulation requirements; meet with contractors, architects, engineers and homeowner-builders to answer questions or resolve non-compliance issues with reference to regulations.

Maintain accurate records pertaining to permits and inspections. Provide inspection information and reports to the public and various organizations

The incumbent is accountable for formulating policy, developing goals and objectives, supervising staff, administering the budget, and directing day-to-day operations. Assignments allow for a high degree of administrative execution.

Attends meetings of the Zoning Board of Review and Town Council representing the department related to building and code enforcement issues.

Performs related duties similar to the above in scope and function as required.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Must be knowledgeable of Federal, state, and local codes and regulations governing housing and building construction, rehabilitation, alteration, use and occupancy;
- Must be able to read and interpret plans, specifications, and blueprints and compare them with construction in progress;
- Must be able to detect hazards or violations and recommend corrective measures;

- Must have knowledge of the principles, practices, and legal procedures relative to municipal code enforcement;
- Must be able to administer regulations with firmness, tact, and impartiality;
- Must have knowledge of the principles and practices of administrative management in the public sector;
- Must have knowledge of the principles of compliance with American with Disabilities Act (ADA);
- Must have knowledge of building practices and materials in the structural, plumbing, mechanical, electrical and related construction fields;
- Must keep abreast with recent industry developments, current literature, informational resources, trends and approaches used in municipal code inspection and enforcement programs to provide accurate information to contractors and the public;
- Must have knowledge of basic budgetary principles and practices;
- Must have knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures;
- Must be able to generate innovative ideas, make important decisions, successfully diverse projects simultaneously, and work harmoniously with staff at all levels;
- Must be able to communicate clearly and concisely-both orally and in writing;
- Must be able to prepare clear and concise reports, ordinances, correspondence, policies, procedures and other written materials;
- Must be able to work with the public and other employees

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The employee is required to use hands and fingers to: handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. This employee occasionally works in high or precarious places and is occasionally exposed to fumes or airborne particles. There is a risk of electric shock and vibration. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderately loud. Must be able to work in all outdoor conditions, including severe weather. Must be able to safely operate a vehicle.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Town Manager.

## **MINIMUM EDUCATION AND EXPERIENCE**

High school diploma required. Graduation from a four-year college with courses in engineering or architecture desired. Five years of practical experience in any combination of municipal building inspection, permit processing and/or plan review or work related experience.

Any equivalent combination of education, relevant experience and training which provides the required knowledge, skills, and abilities will be considered.

## **NECESSARY SPECIAL REQUIREMENTS**

Shall possess, certifications from the International Code Council (ICC) and the Rhode Island State Building Commission and Building Codes Standards Committee. Ability to maintain such Certifications as required by RI General Law § 23-27.3-107.5.

Must possess a valid Rhode Island Driver's License and maintain such license.