



Town of Jamestown

JOB DESCRIPTION: Building & Zoning Official

Job Title: Building & Zoning Official	Type of Position: Full-Time
Unit/Division: Building	Reports to: Town Administrator
Review: Every Two Years	Last review date: 5/1/2023

GENERAL DESCRIPTION

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.

DUTIES AND RESPONSIBILITIES

1. 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.
2. The Building & Zoning Official 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.
3. Provides effective customer service to the community and project applicants regarding building and zoning codes.
4. Conducts and oversees field inspections of building during construction and review construction plans, specifications and engineering calculations to determine compliance with legal requirements of codes, ordinances and accepted engineering practices.
5. Supervises and manages field inspectors and support staff.
6. Performs all duties as defined in the international Building Code.
7. The Building & Zoning Official is responsible for the overall administration and direction for the Town's plan review, permit issuance, building inspection, code enforcement, and related functions.
8. This position 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.
9. The Building & Zoning Official is responsible for analysis, review and preparation of code amendments or supplements.

10. Assists and advises the public in matters related to regulation requirements.
11. Meets with contractors, architects, engineers and homeowner-builders to answer questions or resolve non-compliance issues with reference to regulations
12. The Building & Zoning Official is responsible for maintaining accurate records pertaining to permits and inspections. Provides inspection information and reports to the public and various organizations.
13. The official is accountable for formulating policy, developing goals and objectives, supervising staff, administering the budget, and directing day-today operations.
14. Attends meetings of Zoning Board of Review and Town Council representing the department related to building and code enforcement issues.
15. Supervises staff including clerk, electrical inspector, mechanical inspector, and code enforcement officer(s).

JOB REQUIREMENTS

1. Must be knowledgeable of Federal, State and local codes and regulations governing housing a building construction, rehabilitation, alteration, use and occupancy.
2. Must be able to read and interpret plans, specifications, and blueprints and compare them with construction in progress
3. Must be able to detect hazards or violations and recommend corrective measures.
4. Must have knowledge of the principles, practices, and legal procedures relative to municipal code enforcement.
5. Must be able to administer regulations with firmness, tact and impartiality.
6. Must have knowledge of the principles and practices of administrative management in the public sector.
7. Must have knowledge of the principles of compliance with Americans with Disabilities Act (ADA).
8. Must have knowledge of building practice and materials in the structural, plumbing, mechanical, electrical and related construction fields.
9. 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.

10. Must have knowledge of basic budgetary principles and practices.
11. 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
12. Must be able to generate innovate ideas, make important decisions, successfully manage diverse project simultaneously and work harmoniously with staff at all levels.
13. Must be able to communicate clearly and concisely-both orally and in writing.
14. Must be able to prepare clear and concise reports, ordinances, correspondence, policies, procedures and other written materials.
15. Must be able to work with public and other employees.
16. Must possess a valid Rhode Island Driver's License and maintain such license.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

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, or relevant experience and training which provides the required knowledge, skills and abilities will be considered.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The employee is required to use hands and fingers to handle feel and 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, the Lieutenant to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise

qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Town Administrator.