



# CITY OF NEWPORT, RHODE ISLAND

## C A R E E R O P P O R T U N I T Y

<b>Position Title:</b>	<b>BUILDING OFFICIAL</b>
<b>Posting Date:</b>	Monday, November 22, 2021
<b>Closing Date:</b>	Monday, December 6, 2021
<b>Department:</b>	Zoning & Inspections
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Performs responsible and complex plan review inspection, enforcement, administrative and supervisory work in the enforcement of State and local ordinances and minimum housing codes.</li> <li>• Work requires the application of considerable technical knowledge and the exercise of independent judgment in determining code compliance</li> <li>• Responsible for the orderly, efficient and comprehensive management of enforcement of building, plumbing, mechanical, electrical and minimum housing codes.</li> <li>• Supervises the City's Zoning Official, Deputy Zoning Officers, Electrical, Plumbing, Mechanical, and Housing Inspectors, as well as clerical support.</li> <li>• Insures proper review of plans and specifications for all types of commercial, residential and industrial structures for compliance with applicable building codes, including but not limited to the International Building Code, zoning ordinances and other regulatory codes; enforces local regulations concerning historic districts.</li> <li>• Responsible for proper licensure of all contractors; inspects structures for building, plumbing, mechanical, electrical, zoning, and minimum housing code compliance.</li> <li>• Responsible for enforcement of ADA regulations.</li> <li>• Interprets and enforces all Federal, State and local building codes for City.</li> <li>• Reviews plans of proposed construction, location and materials; inspects buildings under construction and upon completion, and repair or alternation work during construction and upon completion for uniformity with structural requirements and adherence to State building codes.</li> <li>• Performs on-site inspections of all construction projects and places of public assembly to ensure that every dwelling meets minimum standards for construction, habitation, health and safety standards.</li> <li>• Creates testing procedures for special inspections, smoke control, and air systems.</li> <li>• Investigates and responds to complaints from aggrieved parties; issues notices and orders when complaints are verified; issues citations, seeks compliance, conducts re-inspections; prepares documents and other necessary evidence and testifies at court actions.</li> <li>• Explains, interprets, and provides guidance regarding applicable code requirements.</li> <li>• Classifies buildings according to use or character of occupancy; determines type of construction by basic allowable square feet, maximum height, type of occupancy, distance to property lines.</li> <li>• Researches technical specifications and coordinate plans with other State and local departments.</li> <li>• Reviews and issues permits for building, electrical, plumbing, mechanical, demolition, sign, temporary sign, temporary manufactured homes, enforces</li> </ul>

	<p>State and City laws and ordinances; issues building permits and certificates of occupancy.</p> <ul style="list-style-type: none"> <li>• Acts on questions relating to building construction and materials used, and the location, use, occupancy, and maintenance of building and structures.</li> <li>• Trains, supervises and assigns work to City Inspectors, including the Building, Housing, Electrical, and Plumbing Inspectors.</li> <li>• Assures all construction is approved by the Zoning Official and that utility and drainage work is approved by the Director of Utilities.</li> <li>• Maintains accurate and detailed records and reports and issues as requested; assists at the counter with plans and permits.</li> <li>• Attends meetings of various State and local agencies, including activities involving building regulations, Building Code Appeals board hearings, formal court hearings or other public hearings as required or directed.</li> </ul>
<p><b>Minimum Entrance Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Associates Degree in engineering, construction methods, or related field from an accredited college; a Bachelor's Degree is highly preferred.</li> <li>• Minimum of five (5) years of considerable work experience in building construction, design, or supervision or any equivalent combination of education and technical work experience.</li> <li>• Must have a valid motor vehicle operator's license.</li> <li>• Must have extensive knowledge of flood zone construction regulations, (FEMA), &amp; Community Rating System Grade 7 through ISO reporting.</li> <li>• Considerable knowledge of State/Local building laws relating to electrical, mechanical, plumbing, drainage and zoning; considerable knowledge of building renovation and methods for incorporating new construction with existing buildings; considerable knowledge of legal procedures involved in code enforcement; considerable knowledge of building faults and defects and acceptable corrective measures to be taken; knowledge of modern construction principles, practices, materials, methods and contract administration; principles of management and budgeting</li> </ul>
<p><b>Licenses/Certifications:</b></p>	<ul style="list-style-type: none"> <li>• Valid Motor Vehicles Driver's License.</li> <li>• Must possess a RI State Certification for Building Official (CBO) or ability to obtain certification within 6 months of hire.</li> </ul>
<p><b>Pay and Hours Per Week</b>  Executive Grade: S09  Min. Salary: \$36.45 hourly  Max. Salary: \$51.92 hourly  Hours per week: 40</p> <p><b>FULL BENEFITS OFFERED</b></p>	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b>  Michael J. Coury, Director of Human Resources  Human Resources Department  City Hall – 43 Broadway  Newport, Rhode Island 02840</p>
<p style="text-align: center;"><b>An Equal Opportunity and Affirmative Action Employer</b></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><a href="http://www.cityofnewport.com/jobs">www.cityofnewport.com/jobs</a></p> <p style="text-align: center;"><b>Tel: (401) 845-5444</b>  <b>Fax (401) 845-9364</b></p>	