



TOWN OF SMITHFIELD

JOB DESCRIPTION

BUILDING/ZONING OFFICIAL

GENERAL SUMMARY:

Under general supervision of the Town Manager, this person is responsible for supervising the work of subordinates and overseeing of all building construction projects in the Town of Smithfield for both privately owned and public/governmental buildings. In addition, this position serves as the Zoning Official and is responsible for insuring the compliance of property owners with the provisions of the Smithfield Zoning Ordinance.

ESSENTIAL FUNCTIONS:

1. Enforces all provisions of the State Building Code and any other applicable state statues, rules and regulations, or municipal ordinances and act on any question relative to the mode or manner of construction, and the materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment, and the location, use occupancy, and maintenance of all buildings and structures, including any building or structure owned by any authority, except as may otherwise be specifically provided for by statutory requirements or as provided by the State Building Code.
2. Performs site inspections to ensure compliance with approved documents for building construction.
3. Watchdog for Rhode Island Department of Environmental Management, Wetlands and I.S.D.S., Department of Health, Food Protection, Asbestos and Lead Abatement.
4. Supervises the scheduling, assignment, and review of work performed by all building, plumbing, mechanical, electrical, and other inspectors under the supervision of the Building Official's office.
5. Reviews plans, specifications, contract documents and issues building permits for proposed building construction.
6. Interprets legal documents.
7. Confers with contractors and architects as to the interpretation of plans, calculations and specifications.

8. Investigates and resolves complaints of public health, safety and welfare regulations and violations.
9. Interprets, explains, and answers inquiries pertaining to the State Building Code and other pertinent building construction ordinances and regulations.
10. Assists applicant in the preparation of all forms and documents required for submission to the Zoning Board of Review.
11. Interprets and enforces all provisions of the Smithfield Zoning Ordinance and resolutions of the Zoning Board of Review. Performs site inspections and implements other measures to ensure compliance with the Town's zoning requirements. Prepares written reports and presents oral testimony as required.
12. Attends all Zoning Board of Review meetings.
13. Regularly attends training programs as required by the State Building Commission and State Building Code and Appeal Committee.
14. Supervises the maintenance of all permanent building records and insures the maintenance of accurate and proper written documentation of all inspections, inspection reports of all inspectors and other pertinent building plans and documents.
15. Works closely with Engineering, Planning and Economic Development and Tax Assessor offices.
16. Enforces Americans with Disabilities Act.
17. Interprets and enforces miscellaneous sections of the Code of Ordinances.
18. Ability to deal with the public in a polite and effective manner.
19. Attends committee meetings as required by Town Manager.
20. Perform additional job related functions as requested by the Town Manager.

OTHER FUNCTIONS:

1. Facilities Manager for Town Hall Building.
2. Creates bid documents and manages construction projects for the Town Hall and other Town departments.
3. Safety Committee Member.
4. Hazardous Material Coordinator.
5. Americans with Disabilities Act Coordinator.

JOB REQUIREMENTS:

Education/Training

1. An Associate's Degree or Bachelor's Degree from an accredited college in the fields of Architecture and/or Engineering or a related field is highly desired.

2. Requires a high school diploma and at least five (5) years' experience in construction, design, or supervision.
3. Two years of increasingly responsible experience in an administrative position involving management, supervision, budgeting, purchasing, personnel or other related activities.
4. Proven oral and written communication skills.
5. Computer literate in Microsoft Office.
6. Shall possess Building Official Certification.
7. Ability to deal with the public in a polite and effective manner.

PHYSICAL REQUIREMENTS:

1. Ability to talk, hear, see and drive.
2. Ability to sit, stand walk, bend, reach grasp.
3. Ability to climb a ladder, stairs, ramps, staging and into and out of excavated areas.
4. Ability to lift, carry, push and pull up to 20 lbs.
5. Cannot have fear of heights.
6. Ability to walk in all terrain and work in all weather conditions.

WORKING REQUIREMENTS:

1. Shall possess a valid driver's license.
2. Shall possess Building Official Certification.

WORKING CONDITIONS:

1. Performs office duties.
2. Prepares inspection reports and violation letters.
3. Attend staff meetings, Zoning Board of Review meetings, Town Council meetings and other committee meetings as required by the Town Manager.
4. Some duties will be performed in the outdoors in a variety of weather conditions.
5. Some weekend and evening work will be necessary to accommodate residents and/or workload.

SALARY RANGE:

As stipulated by Town Manager.