

JOB DESCRIPTION

Town of Smithfield

Building Inspector / Plan Review

General Summary: Under the limited supervision of the Building / Zoning Official, the Building Inspector / Plan Review examines building plans for essentially new high rise buildings to enforce building, electrical, mechanical, gas, fuel oil and/or plumbing and fire sprinkler, zoning, ADA access and related codes within area of certification; informs contractor regarding code requirements; interprets architectural/engineering drawings; and performs related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Reviews complex plans to ascertain compliance with applicable building, electrical, plumbing, mechanical and air movement systems (HVAC), and/or zoning, energy, ADA access and related codes.
2. Responds to questions regarding adopted codes from property owners, developers, contractors, engineers and architects; interprets codes.
3. Researches codes for approval or disapproval of submitted plans, especially in unusual or unique installations.
4. Prepares and maintains records of plans, plan reviews, inspections, letters and reports prepared or used in connection with all building permits.
5. Coordinates plan review with approvals with all other town departments for which approval is required as a precondition for a building permit.
6. Reviews new materials and methods used in building construction; attends training courses to learn of new codes and other inspection regulations; takes an active part in the training process.
7. Inspects new buildings, additions and alterations of existing buildings for compliance with the current adopted Rhode Island codes; building code, residential code, plumbing /mechanical, fuel gas codes, electrical code and energy conservation code.
8. Ability to perform inspections are required with appropriate license.
9. Perform additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Proven knowledge of building, electrical, mechanical, and/or plumbing, zoning, energy and disabled access codes and regulations affecting work in high / large buildings.
2. Proven knowledge of the principles and practices of the construction industry.
3. Knowledge of construction and related materials and tools.
4. Proven skills in providing excellent customer service.
5. Skill in the use of a variety of office equipment.
6. Skill in reading and interpreting blueprints, codes and regulations.
7. Demonstrated skills in establishing and maintaining effective working relationships with those contacted in the course of work.
8. Effective communicator, both orally and in writing.
9. Ability to detect hazards and violations and detail compliance with Codes during plan review and field inspection work; ability to enforce regulations with firmness, tact and impartiality in field inspection work; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with department employees; other departments, architects, engineers, contractors, builders, and the general public; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.

JOB REQUIREMENTS: Education/ Training

1. High School Diploma or G.E.D.
2. Must be a Rhode Island certified building inspector II or ICC certified plans examiner or a licensed architect or engineer.
3. A valid driver's license is required.

TOOLS & EQUIPMENT USED:

Computer; Microsoft office; calculator; phone; reference codes; motor vehicle; ladder or scaffold; tape measure; level; hand tools.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves light to moderate generally in an indoor, but occasionally in an outdoor, high rise environment. There is frequent need to stand, walk, sit, talk or hear, use hands, climb kneel, stoop, lift (up to 50 pounds) and perform other similar actions during the course of the workday.

WORK ENVIRONMENT:

Work is performed primarily in an office setting, but occasionally in outside weather conditions. The noise level in the work environment is usually quiet. You may work in high places and is occasionally exposed to wet and or humid conditions.

4/17/2017