



JOB DESCRIPTION

Town of Smithfield

DEPUTY BUILDING OFFICIAL

GENERAL SUMMARY:

Under the direct supervision of the Building and Zoning Official, this person is responsible for Supervisory inspections of both public/governmental and private building/structure construction projects. Seek compliance with or enforcement where necessary, all provisions of the RI State residential and commercial Building Codes and their referenced standards. Perform plan review of new and renovation construction projects and communicate result of the review. In the absence of the Building and Zoning Official, the Deputy shall be responsible for all of the duties of the Building and Zoning Official.

ESSENTIAL FUNCTIONS:

1. Seeks judicious and ethical compliance with all provisions of the State Commercial Building Code, State Residential Building Code, Rhode Island Property Maintenance Code, and their referenced standards. Also seek compliance with RI Minimum Housing Maintenance Code (Title 45 §24.3) and any other applicable state statutes, rules and regulations and municipal ordinances, and act on any question relative to the means or methods 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. Responsible for conducting and documenting the inspection of all work performed, and all materials used by, contractors on private and public/municipal building construction, alteration, and repair projects to assure adherence to approved plans and specifications.
3. Investigate and report allegations or observed violations of regulations of Rhode Island Department of Environmental Management, Wetlands and I.S.D.S., Department of Health, Food Protection, Asbestos and Lead Abatement to the appropriate authority. This shall be accomplished in compliance with laws related to lawful entry.
4. Reviews electronic and hard copy plans, specifications, and/or blue prints for proposed building construction.
5. Approves building permits and other pertinent permits required for building construction where compliant with current adopted Codes and standards.
6. Confers with contractors and architects as to the interpretation of plans, calculations,

and specifications.

7. Investigates and documents potential violations of public health and life-safety.
8. Explains, interprets, opines, and answers inquiries pertaining to the State Building Codes, local ordinances, and other pertinent building construction ordinances and regulations.
9. Regularly attends training programs as required by the State Building Commission and State Building Code and Appeal Committee. Attendance at ICC (International Code Council) events is strongly encouraged.
10. Interprets and enforces pertinent sections of the Code of Ordinances with respect to building and minimum housing regulations.
11. Perform additional job duties as assigned by Building Official.

JOB REQUIREMENTS:

Education/Experience

1. High school Diploma or G.E.D.
2. Qualification as Building Inspector-2 is preferred with not less than 5 years' experience in residential construction and shall possess an International Code Council (ICC) certification as a Certified Building Official OR any combination of education & experience that the State Building Code Standards Committee deems substantially equivalent; *RI SBC-11 §11.2, A, 2.*
3. Applicants shall at minimum be qualified as a Building Inspector-1. The Building Inspector-1 shall have completed the state certification program OR complete it within one year of employment; *RI Gen. Law §23-27.3-107.1.1.*
4. Ability to communicate with the public in a polite and effective manner.
5. Must possess and maintain the required continuing education hours for continuing educational units
6. Proficient in Microsoft Word, Outlook, and Excel. Proficiency with BlueBeam preferred.

PHYSICAL REQUIREMENTS:

1. See functional job description (attached.)

“The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.”

WORKING REQUIREMENTS:

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

WORKING CONDITIONS:

1. Performs office duties.
2. Some duties will be performed in the outdoors in a variety of weather conditions.
3. Some weekend and evening work may be necessary to accommodate residents and/or workload.

SALARY RANGE:

Union position stipulated by contractual LIUNA Agreement.

6/2023

FUNCTIONAL JOB DESCRIPTION

Job Title:	Deputy Building Official
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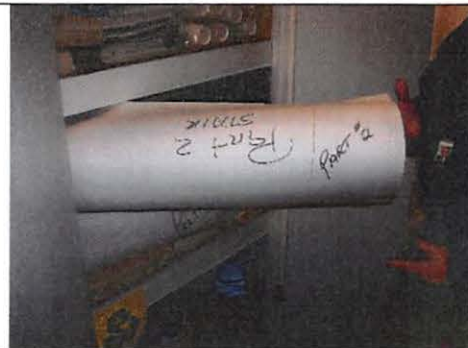
Department:	Building /Zoning Department
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Brief Description of Job:	
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Personal Protective Equipment:	Hard Hat, Safety Glasses, High Visibility Vest
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Classification:	Sedentary: <input type="checkbox"/>	Light: <input checked="" type="checkbox"/>	Medium: <input type="checkbox"/>	Heavy: <input type="checkbox"/>	Very Heavy: <input type="checkbox"/>
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Classification Key:

Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;

Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;

Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

Driving Requirements:	None: ___	Manual: ___	Automatic: <u>X</u>
WORK ENVIRONMENT			
Floor Surface:	Office environment; rugged surface		
Inside:	At frequent level – 50%	Outside:	At frequent level – 50%; varying terrain; residential and commercial properties
Lighting:	Exposed to inside fluorescent or candescent lighting		
Vibration:	N/A		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 – 10 lbs		X			All levels	Large rolls of blue prints as well as boxes of blue print rolls
10 – 20 lbs		X			All levels	As above
20 – 35 lbs	X					
35 – 50 lbs	X					
CARRYING						
Maximum weight carried: up to 20 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 – 10 lbs		X			Varying distance on site	As above
10 – 20 lbs		X			As above	As above
20 – 35 lbs						
35 – 50 lbs						
PUSHING/PULLING						
Maximum push/pull: hand cart						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 – 10 lbs		X			Short distance; within office	Hand cart of blue prints/rolls
10 – 20 lbs		X				As above
20 – 35 lbs	X					

100 + lbs	X				
ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting			X		
Standing			X		
Walking		X			
Bending		X			
Twisting	X				
Crawling	X				
Kneeling	X				
Squatting		X			
Climbing		X			
Reaching - Vertical		X			
Reaching - Horizontal			X		
Grasping		X			
Pinching	X				
Manual Dexterity			X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)