

DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No.: 200-1

Title of Position: Plan Reviewer/Alternate Building Official
Vacancy exists in the Building Inspection Department.

Salary Range: \$46,000 - \$69,780 per year

Date Posted: July 19, 2017

Deadline for Applying: August 1, 2017

Remarks: This is a Classified/Exempt Position.

Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Director and Building Official, performs supervisory and administrative duties and assists in the coordination of the building department. In addition, reviews construction documents including, but not limited to plans, building permit applications, specifications, field reports, etc. Duties include performing structural and non-structural plan reviews for the compliance with the current applicable State of RI Building Codes and municipal ordinances; keeping accurate records of all plans, specifications and architectural and engineering documents; communicating effectively with architects, property owners and engineers; working with other city departments in coordinating plan approval and building code related issues; attending meetings, seminars and conferences and reading technical literature to keep current on codes; supervising and disciplining Building Inspectors, Plan Examiners, Permit Technicians and Property Maintenance Personnel including Abandoned/Vacant Property and Building/Zoning Complaint Personnel; responding to questions from architects and engineers, property owners, builders/contractors and city departments; and interpreting codes. As Alternate Building Official, acting on behalf of the Building Official during any period to include, but not limited to illness, absence, conflict of interest, etc.; and performing other duties as assigned by the Director/Building Official.

Education & Experience: Graduation from a high school or technical school. Associate's (A.A) or Bachelor's degree (B.A./B.S.) in the construction industry preferred with a minimum five (5) years work experience and/or training in construction, design or supervision; or any equivalent combination of education and experience. Must possess a working knowledge of computers, word processing and permitting software.

SPECIAL NOTE: Applicants shall be certified under the provisions of RIGL 23-27.3-107.6 and shall possess an International Code Council (ICC) certification as a Certified Building Official (CBO) unless state certified prior to July 1, 2010. Also required to enroll in the State Building Commissioner's Certification program unless applicant possesses proof of certification.

All applicants will be subject to a driver's license check for the last two years and a background criminal check (BCI) will be performed. Negative findings may prevent applicants from being considered.

T.D.D. 739-9150 Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER