



CITY OF PROVIDENCE
DEPARTMENT OF HUMAN RESOURCES

Inspection and Standards
Building Official
\$81,992 - \$89,629

Non-Union

Summary: Reporting to the Deputy Director of Inspection and Standards the Building Official is responsible for all aspects relative to the mode, manner of construction, and/or materials used in the erection and alteration of buildings and structures in the City. This position is responsible for requiring compliance with the provisions of the State Building Code, of all rules lawfully adopted and promulgated under the Code, and the laws relating to the construction, alteration, repair, removal, demolition, integral equipment, location, use, occupancy and maintenance of buildings and structures. This management position oversees all plan review functions and staff.

Duties and Responsibilities:

1. Responsible for requiring and enforcing compliance with provisions of the State Building Code, including all rules adopted and promulgated under the Code, and law relating to the construction, alteration, repair, removal, demolition, integral equipment, location, use, occupancy and maintenance of buildings and structures.
2. Supervises the team that reviews and interprets construction documents, site plans, and specifications to ensure compliance with any requirements under the Code, safety regulations, and federal, state, and local laws and ordinances. The verification of construction documents also falls under the prevue of this unit. The Building Official must be able to conduct the work of this team and provide oversight, quality assurance, and technical assistance to the department's staff.
3. Directly supervises the permitting counter and the permit technicians that staff it, and is responsible to ensure it is properly staffed and supported.
4. Reviews, measures, and documents division and staff performance. Provides training, retraining and support when appropriate.
5. Establishes, implements, and maintains documentation procedures and protocols, plan review process tracking, and record keeping processes for all division files and records,

including digital storage. Ensures division compliance with recordkeeping requirements.

6. Advises the public, including, but not limited to Architects, engineers, contractors, developers, property owners, and realtors on relevant aspects of the State Building Code and Providence Zoning Ordinances. Coordinates with Zoning Official on ordinance interpretation.

7. Works with staff, DIS and City-wide leadership, customers, and community stakeholder groups to identify improvements to establish and improve on procedures that ensure timely plan review.

8. Responsible for all other functions as assigned, including boarding operations, department procurement and project implementation, and payment processing. Oversees the support staff in these functions.

Qualifications:

1. Registered professional engineer or architect, with 7 years of general building contractor experience in one or a combination of the foregoing fields, with at least 4 of those years spent in responsible charge of building work; OR equivalent training and experience.

2. Must be a Certified Building Official (CBO) under the State of Rhode Island.

3. Must demonstrate knowledge of the State Building Code, laws, and ordinances and their relationship to the aforementioned duties and responsibilities.

4. Knowledge of the quality and strength of building materials, accepted requirements of building construction, fire prevention, light and ventilation, safe exit facilities, and other items of equipment essential for the safety, comfort, and convenience of occupants.

5. Ability to work collaboratively with the administration, staff, customers and; demonstrate ability to supervise subordinate personnel in a union work environment.

6. Strong and effective communicator.

7. Experienced in review of single and multi- family, commercial, industrial, and high rise building design and construction plans.

8. Must be able to perform all essential functions of the job.

APPLICATION INSTRUCTIONS: Please send resume and cover letter to jobs@providenceri.gov with "Building Official" in the subject line.

This position will remain open until filled.



CITY OF PROVIDENCE
DEPARTMENT OF HUMAN RESOURCES

Inspection and Standards
Alternate Building Official
\$74,338 - \$81,264

Non-Union

SUMMARY

The Alternate Building Official, pursuant to the State Building Code, is directly responsible to the Building Official; on all matters relating to the State Building Code and its enforcement, and to the Director and Deputy Director for all administrative matters concerning the Division.. The Alternate Building Official also acts as the Secretary to the Boards of Review.

DUTIES & RESPONSIBILITIES:

1. Responsible for all inspection functions relative to the mode, , and/or materials used in the erection or alteration of buildings and structures in the city.
2. Responsible for requiring and enforcing compliance with the provisions of the State Building Code, all rules lawfully adopted and promulgated under the Code, and all laws relating to the construction, alteration, repair, removal, demolition, integral equipment, location, use, occupancy and maintenance of buildings and structures
3. Reviews and interprets plans, blueprints, site layouts, specifications, and to ensure compliance to legal requirements and safety regulations.
4. Assist the Building Official in the supervision and assignment of all personnel within the Division of Structures & Zoning and Code Enforcement.
5. Establishes procedures for record keeping of all Division files and records, including digital storage and retrieval systems, and ensures compliance.
6. Responsible for advising the public, including but not limited to: architects, engineers, contractors, developers, property owners and realtors on relevant aspects of the State Building Code and Providence Zoning Ordinance. Coordinates with the Zoning Official on ordinance interpretation.

7. Responsible for preparing cases to be presented to the Boards. Prepares calendars for public hearings, sends notices to abutting owners, makes necessary inspections of properties involved and reports findings to Board members, attends and assists Boards in conducting hearings. Supervises all office work related to hearings.

8. Works with the Director and other City agencies to establish procedures that ensure timely and effective plan review, and supervises and conducts plan review. Serves as primary liaison in all boarding operations, assists in the solicitation of bids, coordinates, supervises and inspects the work of the subcontractor, and processes payments.

9. Establishes procedures for the documentation of performance measures and reviews performance of individuals as well the division 10. Performs other related duties as assigned by the Director or Deputy Director of Inspection & Standards.

MINIMUM QUALIFICATIONS:

1. Must be a registered professional engineer or registered architect, or who has had experience as a general building contractor or general supervisor of building construction, with at least 12 years' experience in one or a combination of the foregoing fields, at least five years of which were spent in responsible charge of important building work, or the equivalent training or experience.

2. Must be a Certified Building Official (CBO) by the State of Rhode Island, or an Architect or Engineer and obtain certification within the first 6 months of hire date. ICC Building Official.

3. Thorough knowledge of the State Building Code and the laws and ordinances relating to the construction, alteration, repair, removal, demolition, integral equipment, location, use, occupancy and maintenance of buildings and structures.

4. General knowledge of the quality and strength of building materials, accepted requirements of building construction, fire prevention, light and ventilation, safe exit facilities, and other items of equipment essential for the safety, comfort, and convenience of occupants.

5. Demonstrated experience in the review of single family, multi-family, commercial, and high-rise building design and construction plans.

6. Demonstrated ability to supervise the work of subordinate personnel in a union work environment.

7. Excellent oral and written communications skills.

8. Must be able to perform all essential functions of the job.

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This position will remain open until filled.

Human Resources
25 Dorrance Street
Providence, RI 02903

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