

**TOWN OF TIVERTON, RHODE ISLAND**  
**JOB DESCRIPTION**  
**BUILDING OFFICIAL**



**SUMMARY OF DUTIES:**

The Building Official is responsible for managing the overall operation of the Building Office under Section 908 of Tiverton's Home Rule Charter. The Building Official is responsible for enforcement of the applicable sections of the Tiverton Town Code of Ordinances, the State Building Code, and other relevant laws and regulations of building and zoning. The Office also includes zoning review and enforcement. The Building Official also serves as the Town's Floodplain Administrator and performs all the duties associated with that role under federal, state, and local laws and regulations. Other responsibilities include the supervision of part-time electrical, mechanical, and plumbing inspectors, a zoning Officer, and a Building Clerk. The Building Official is expected to attend and participate in meetings of the Zoning Board, Planning Board, and Town Council, as directed by the Town Administrator. The position reports to the Town Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages and supervises assigned operations to achieve Town policies and goals, including but not limited to compliance with applicable laws and regulations, protection of public health and safety, protection of town resources, timely and efficient delivery of municipal services, and good customer service. Plans and organizes workloads and regularly tracks staff assignments; trains, motivates, and evaluates assigned staff; directs changes as needed; tracks and reports on performance.

Coordinates activities with other departments and agencies. Provides expertise and assistance in formulating short and long-range plans. Gathers, interprets, and prepares data for studies, reports, and recommendations. Makes presentations to boards, commissions, civic groups, and the public. Communicates official policies, programs, and procedures to staff and the public.

Ensures that assigned areas of responsibility are performed within the limitations of the approved budget; prepares annual budget requests and revenue projections for the Building Office; monitors revenues and expenditures; implements appropriate financial controls as needed, and assures cost-effective use of budgeted funds, personnel, materials, and time.

Determines work procedures, prepares work schedules, and expedites workflow; analyzes and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

As assigned, supervises building inspectors, support staff, and other part-time or temporary staff. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Enforces all applicable Town of Tiverton and State of Rhode Island building and associated codes. Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and certification for occupancy. Works to improve public awareness and understanding of codes, ordinances, requirements, and procedures and to facilitate compliance and expeditious completion where possible. Issues and follows up on notices of violation promptly. Research problems and complaints regarding commercial and residential buildings, building construction, and code compliance. Responds to complex and sensitive building issues, including determination of structural integrity after disasters. Is on call for assistance in emergency/disaster situations.

Resolves sometimes complex and sensitive customer service issues. Maintains records and documents of customer service issues and resolutions.

#### **MINIMUM QUALIFICATIONS:**

Candidates must be certified, or eligible for certification, as State Building Official by the Rhode Island State Building Code Standards Committee, and meet all requirements for Building Inspectors, following the State Building Code. (See attached section 23-27.3-107.) Certification as a Flood Plain Manager by the Association of State Flood Plain Managers (ASFPM) is also required. Candidates must have at least five (5) years of experience with both residential and commercial building construction, three (3) years of experience as an enforcement official or municipal board member whose duties include enforcing or administering land use regulations at the local level, and three (3) years of supervisory experience. Proficiency in standard computer programs such as email, scheduling, word processing, database, and document management, is required, as is a valid driver's license.

#### **PREFERRED QUALIFICATIONS:**

Ten years of experience as a building official, inspector, or construction professional. Degree from an accredited educational institution. Experience with budgeting and basic financial reporting. Familiarity with recent innovations such as e-permitting, other online transactions, mapping programs, etc. Strong communication (verbal and written) and interpersonal skills. Track record of working well with the public and diverse interest groups.

**CHAPTER 23-27.3**  
**State Building Code**  
***ARTICLE 23-27.3-100.0***  
***Administration and Enforcement***  
**SECTION 23-27.3-107.5**

**§ 23-27.3-107.5. Local building official – Qualifications – Powers and duties.**

The building official, to be eligible for appointment, shall have had at least five (5) years experience in construction, design, or supervision. The building official shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities, and on other items of equipment essential for the safety, comfort, and convenience of occupants, and shall be certified under the provisions of § 23-27.3-107.6, and shall possess an international code council (ICC) certification as a certified building official (CBO), except that the qualifications outlined in this section shall not be required in the case of a building official holding a current state certification prior to July 1, 2010. The building official shall pass upon any question relative to the mode, manner of construction, or materials to be used in the erection or alteration of buildings or structures. The building official shall require compliance with the provisions of the state building code of all rules lawfully adopted and promulgated thereunder, and of laws relating to construction, alteration, repair, removal, demolition, and integral equipment, and location, use, occupancy, and maintenance of buildings and structures, except as may be otherwise provided for. The building official or his or her assistant shall have the right of entry to buildings or structures, for the proper performance of his or her duties during normal business hours, except that in the case of an emergency the building official shall have the right of entry at any time, if the entry is necessary in the interest of public safety.