

**TOWN OF PORTSMOUTH, RI
ASSISTANT BUILDING INSPECTOR**

Department:	Inspection
Reports to:	Building Official
Supervises:	N/A
Position Status:	Non-Exempt
Union/Non-Union:	PMEA Union

Position Summary/Purpose:

The purposes of this position are to be responsible for the administration, enforcement and interpretation of all State of Rhode Island Building Codes, Statutes, Town of Portsmouth Ordinances, Regulations and all codes to ensure the public safety, health and welfare affected by building construction and to secure safety to life and property from all hazards incident to the occupancy of buildings and structures. Enforces Zoning Regulations. Provides technical assistance to the public, contractors, developers and staff related to all town land use issues/agencies as appropriate to create a positive experience related to development in Town. The Assistant Building Inspector is required to exercise judgment in administering and enforcing the building code and zoning regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs inspection, investigative, enforcement duties to assure that residential, commercial, and other properties comply with the State Building Codes and other related codes; enforces other related ordinances and State Statutes for the Town; as directed and advised by the Building Official.
- Provides inspections of construction sites for all areas of the building code (electrical, HVAC, carpentry, plumbing, etc.).
- Monitors construction progress for all permits and interprets the code.
- Reviews and approves all building related permits and zoning applications and may collect permit/application fees in the absence of Inspection/Planning/Zoning Clerk.
- Responds to complaints related to building code/zoning violations.
- Receives and investigates zoning violation complaints violations; issues letters and cease and desists orders as necessary; follows up to assure violations are corrected; appears in court as necessary, to support enforcement procedures.
- Assists applicants with their submission of acceptable plans, forms and specifications – explains building code and process to assist applicants with interpretation of building code.

- Confers with and interprets code and regulation requirements for planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, attorneys and the public.
- Assists all land use agencies with problem solving to promote a team effort to assist applicants with their project within the regulations.
- Assists Building Official with appropriate reports to the State or Town.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site work and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have an Advanced Technical Education in the trades and have over 5 years of experience in the construction trades or any equivalent combination of education, training and work experience.

Special Requirements:

State of Rhode Island Master Plumber and Pipefitter licenses.

State of Rhode Island certification as a Plumbing and Mechanical Inspector.

Building Inspector 1 Certification.

Knowledge, Abilities and Skills:

- Thorough knowledge of the State Building Code and regulations, and the principles of regulations and enforcement.
- Thorough knowledge of principal trade practices, methods and materials used in building design, construction, alteration or repair.
- Some knowledge of Zoning regulations and enforcement procedures.
- Knowledge of planning and development process and how it relates and interacts with building code enforcement and inspections.
- Ability to read and interpret architectural plans, building construction plans, drawings and specifications.
- Ability to inspect and evaluate construction at all phases of completion.
- Ability to use appropriate computer systems for office.
- Ability to enforce regulations firmly and courteously.
- Ability to establish and maintain effective working relationships with town staff,

- Inspectors, state agencies, contractors, public, etc.; Excellent verbal skills.
- Aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people.
- Strong interpersonal skills.
- High level of customer service skills

Job Environment:

Work is performed in office and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises when working out of doors. Tasks are performed under possible adverse weather conditions, including extreme hot and cold; office work entails meeting with customers to process permits, questions, etc.

Requires the operation of a vehicle, telephone, personal computers, copiers, facsimile machines, and other standard office equipment and various testing equipment.

Makes frequent contact with contractors, property owners, architects, engineers, lawyers, realtors, fire marshals, health department, public utilities, State Building Inspector, Town Attorney, and Town staff. Communication is frequently in person, by telephone, fax, email, certified mail and in writing.

Errors in judgment or omissions could result in delay in service, monetary loss and or rework, potential liability and personal injury, damage to buildings and public safety compromised.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock			X	
Vibration	X			
Use of measurement tools for inspections			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting		X		
Talking and hearing				X
Using hands/fingers to handle/feel			X	
Climbing stairs			X	
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling	X			
Bending, pulling, pushing		X		
Other-driving		X		X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)	X			
Loud noise (heavy equipment/traffic)			X	
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)