



City of Providence

Job Description

Title:	Building and Fire Official	Code:	110
Division:	Building/Zoning	Effective Date:	12/3/2019
Department:	Administration	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative, code-professional and technical duties** related to overseeing the construction document, plan review and building inspection process of the city; assures compliance with City, county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Performs inspections on residential, commercial and industrial buildings and oversees zoning administration. Acts as city Fire Marshal.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Building Official: Cooperates and collaborates with the community design and construction industry, and assists the City Manager/Community Development Director with department service enhancements; develops and delivers training to city staff and officials related to code changes and updates.

Checks building plans and specifications for compliance with existing building codes as adopted by the City, including those legal restrictions related to the property zone, location, height, and allowable areas and appropriate type of construction in relation to contemplated use.

Inspects new residential and commercial construction to verify compliance with approved construction plans and Building, Electrical, Plumbing, Mechanical, Fire Codes and other applicable city, state and federal codes and ordinances as applicable.

Exercises independent technical judgment in the field regarding materials or installations based on adopted codes, engineering practices, intent of code requirements, approved construction methods, and approved construction documents. Maintains records by keeping daily and monthly reports of inspections and customer contacts.

Responds to inquiries regarding building inspection policies in person, on the phone, and through written correspondence with builders, architects, engineers, property owners, developers, and the public.

Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.

Clearly notifies contractor of code violations with written compliance report at the time of inspection and follows up to verify correction of violations are made and takes appropriate action to ensure compliance.

Studies technical literature and attends meetings to keep current on applicable codes and code changes as they occur.

Code Enforcement: Responsible for the overall administration and enforcement of the zoning ordinance; accepts and reviews zoning permit applications; determines compliance with the provisions of the zoning ordinance and state code and completeness of the applications; issues the appropriate land use permit when all provisions of the ordinance are in compliance and maintains a complete file of permits issued; notifies applicant if the proposed use is not in compliance with ordinance standards, and assisted with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance; prepares general plan and related plans; performs and recommends plan modifications.

Performs inspection duties to ensure land use changes comply with the zoning ordinance; use of checklists; identifies, inventories, and monitors nonconforming uses. Schedules and conducts Planning and Zoning meetings to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.

Technical review, site inspections, and makes staff reports to the Planning and Zoning Commission on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.

Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms and propose solutions to any problem encountered in administering the zoning ordinance. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies; testifies, as necessary, at public and judicial hearings

Maintain the zoning, preliminary, and final map, text, and office records up to date by recording all amendments and retaining all official documents; provide zoning ordinances to the public. Assists the public, developers, and their representatives with zoning inquiries, proposals, and applications.

Fire Inspector/Marshal: Perform plan review for new and existing commercial, industrial, and residential construction; examines plans to assure conformity to established state and local fire codes related to fire warning devices, alarm systems, automatic sprinkler review, emergency exits, retardant materials, hydrant locations, firewall locations, etc.; calculates water flow capacity for proposed fire safety systems; examines building construction, building environs, storage practices and materials, building activity, fire prevention equipment, fire exits, electrical and heating appliances and accessories; tests general knowledge of occupants related to fire prevention, suppression, and escape; attends development review committee meetings (DRC) and makes recommendations related to state and local ordinances to ensure developments adhere to local codes and ordinances.

Attends pre-planning meetings with city staff, contractors, builders, architects, etc.; writes letters and advises regarding various codes and perceived compliance with project proposal(s); negotiates various compliance options; attends planning commission meetings as needed to present department position; issues letters for compliance during pre-construction to assure needed changes during construction.

Coordinates with water department in the planning of installation of hydrants; coordinate replacement of hydrants; maintain current location map of hydrant system showing flows, etc.

Conducts fire and safety inspections of existing and under construction residential, multi-dwelling units, business, institutional, commercial and public buildings to determine conformity to local fire prevention codes and ordinances; issues permit(s) and monitors compliance with hazardous materials regulations; determines application of regulations regarding storage and elimination of hazardous materials.

Perform related duties as required.

Customer Service: Provides quality customer service by providing timely and accurate information to the public; portrays a positive public image and works with the public and other employees in a courteous and professional manner.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED, plus, two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college, professional workshops or university studies;

AND

B. Four (4) years of responsible experience performing above or related duties; two (2) years of which must have been in a gradually increasing level of responsibility.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Thorough knowledge of International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Energy Conservation Code, and the National Electrical Code; construction methods and materials common to commercial, industrial and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal and governmental processes affecting various building programs and project management; safety, fire, abatement of dangerous buildings and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blueprints and related specifications; interpersonal communication skills. **Considerable knowledge** of various federal programs i.e., National Flood Insurance Program (NFIP), Federal Emergency Management (FEMA), Community Rating System (CRS), etc. **Working knowledge of** state and city codes, laws, and regulations, and ordinances related to fire prevention, investigation and prosecution; fire investigation methods and procedures; common fire hazards and related safety precautions.

Considerable Skill in the art of diplomacy and cooperative problem-solving.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must be ICC/State licensed as a combination building, plumbing, mechanical and electrical inspector.

Work Environment: Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequently related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Regular local travel required in course of performing portions of job functions. Occasional exposure to seasonal weather extremes.

Pay range: 45,000 to 60,000 depending on experience and qualifications. The applicant selected will generally start at the lowest posted wage.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)