

TOWN OF CHARLESTOWN
Building Inspector

The Town of Charlestown Building Department is currently seeking qualified applicants for the full-time position of Building Inspector. Under the general supervision of the Building/Zoning Official the Building Inspector performs technical duties related to enforcement of the Town's Zoning Ordinance, Town Code and RI State Building Code. Qualified applicants must at a minimum be ICC Certified as Building Inspector I with ability to obtain ICC Building Inspector II and State Certification within one year of employment. Applicants must have a minimum of three (3) years' experience in general building construction, a high school diploma and a valid driver's license. Certified Floodplain Manager (CFM) designation or ability to obtain is preferred. EOE

Job Description and application available at www.charlestownri.org
Resumes and applications must be submitted by 4:00 pm June 26, 2017 to:

**Town of Charlestown
Attn: Michele Voislow
4540 South County Trail
Charlestown, RI 02813**

Town of Charlestown Job Description

Title: Building Inspector

Department: Building/Zoning

Reports to: Building/Zoning Official

Nature of Work:

Under the general supervision of the Building/Zoning Official the Building Inspector performs technical duties related to enforcement of the Town's Zoning Ordinance, Town Code and RI State Building Code.

Essential Functions:

- Review building plans and permit applications for compliance with the RI State Building Code, Zoning Ordinance and other applicable regulations.
- Read and interpret adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.
- Inspect new buildings, additions and alterations of existing buildings for compliance with all applicable codes and ordinances.
- Respond to questions regarding adopted codes from property owners, developers, contractors, engineers and architects.
- Prepare and maintain records of plans, plan reviews, inspections, violations, letters and reports prepared or used in connection with all Building Permits.
- Additional duties as assigned by the Building Official.

NOTE: A good portion of this department's activity is dictated on a daily basis by the current needs of the property owners, be it construction projects, violations, inquiries, etc. Our goal is to service the taxpayer as cordially and efficiently as possible with the resources we have. Sometimes this requires prioritizing different situations, but this should always be done impartially and with the health, safety and welfare of the Town's people in mind.

Other Functions:

Assistance with enforcement of the Town's Zoning Ordinance.

Desirable Knowledge, Skill and Abilities:

Requires extensive knowledge of building construction, the principles and practices applicable to electrical, plumbing, structural and fire code building inspections, along with applicable federal state and local, laws ordinances and regulations. A strong knowledge of the principles and policies of Flood-Resistant Construction is highly desirable.

Ability to detect safety hazards and violations and detail compliance with applicable Codes during plan review and field inspections; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with department employees, architects, engineers, contractors, builders, Town Officials and the general public; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.

Minimum Training and Experience:

Qualified applicants must at a minimum be ICC Certified as Building Inspector I with ability to obtain ICC Building Inspector II and State Certification within one year of employment. Applicants must have a minimum of three (3) years' experience in general building construction, a high school diploma and a valid driver's license. Certified Floodplain Manager (CFM) designation is preferred.

Tools & Equipment Used:

Personal computer, including word processing and inspection software, motor vehicle, portable radio, phone, ladder or scaffolding, tape measure, level, hand tools, copy and fax machine, reference codes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, tools, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Salary & Benefits:

The starting salary for this 37.5 hr. week position is \$42,867 and includes a full benefits package.