

CLASS TITLE: DEPUTY BUILDING CODE COMMISSIONER

Class Code: 02989800

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Building Commissioner; to assume all duties and responsibilities of the Building Commissioner in his/her absence or upon delegation of such responsibilities required by the State Building Code and to insure its compliance in the State of Rhode Island; to supervise the performance of all personnel within the Building Commission; and to do related work as required.

SUPERVISION RECEIVED: Works under the direct supervision of the State Building Commissioner.

SUPERVISION EXERCISED: Supervises the work of professional architects and engineers, code inspectors, plan review and all staff personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review architectural and engineering plans submitted to the Commission for conformance to the State Building Code.

To be responsible for the supervision of all structural, mechanical and plumbing reviews; to review the drawings submitted for construction and if code corrections are required, to meet the project designers to discuss building program code conflicts with department directors in charge of proposed construction and to resolve those difference.

To be responsible for the coordination of approvals with other state agencies in order to prevent conflicting requirements for approvals.

To assist the Commissioner in the review of handicap compliance procedures required for state agencies and departments by the Federal Government.

To be responsible for the issuance of all building, electrical, mechanical and plumbing permits; to assure compliance to all Building Code requirements prior to issuance of permits to contractors.

To assist the general public and other state agencies regarding problems with building construction.

To make informal Building Code interpretations and perform preliminary plan reviews for Architects and Engineers who have been awarded design contracts from other state agencies.

To assist the Commissioner in the review of all New Material Approvals; to aide and assist local building officials with code questions, local inspections and to assist in plan reviews as necessary.

To assist the Commissioner in his duties relating to the Federal Handicapped Access Program.

To handle important and routine correspondence.

To recommend rules and regulations changes for the Building Commissioner's review.

To assist the Building Commissioner in the preparation of Building Code changes for General Assembly approval.

To represent the Building Commissioner in meetings with representatives of the public, other departments or agencies as required.

To maintain memberships, subscriptions, or contacts as necessary with other building officials and organizations throughout the New England Region, in order to keep abreast of code enforcement problems on a national and regional basis.

To assist the Commissioner in enforcement of R.I. Statutes regarding removal of barriers to handicapped accessibility.

To develop and maintain a mandatory continuing education program for all code enforcement officials.

To serve as a continuing education instructor for state sponsored seminars and classes.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices in the area of architecture or engineering and the ability to apply such principles and practices; a thorough knowledge of the provisions of the state and federal codes, laws and regulations in the area of building construction for new or existing buildings; a working knowledge of the preparation of the construction of buildings in regard to conformance to building code standards; the ability to conduct inspections of plans, blueprints and buildings to insure compliance to the State Building Code; the ability to establish and maintain working relationships with builders, local building officials, architects and engineers, and the general public; the ability to prepare written and oral reports; the skills for public speaking and presentations; the ability to travel regionally and nationally to attend meetings and conferences as needed; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Architecture or Engineering; or

Experience: Such as may have been gained through: employment of at least five (5) years in architectural or engineering work on major projects in the office of a practice architect or engineer of acknowledged standing.

SPECIAL REQUIREMENT:

1. At the time of appointment, must have Rhode Island registration either as an architect or professional engineer and must maintain such registration as a condition of employment.
2. At the time of appointment or within 6 months, hold certification as a Certified Building Official (CBO) issued by the Council of American Building Officials (CABO).
3. Within one year of appointment hold certification as a Rhode Island Certified Building Official.

Class Created: December 19, 1999

Editorial Review: 3/15/03