

**TITLE OF GROUP OF CLASSES: PRINCIPAL STATE BUILDING CODE OFFICIAL**

**TITLE OF CLASSES IN GROUP**

<b>BUILDING</b>	<b>02759801</b>
<b>PLUMBING</b>	<b>02759802</b>
<b>ELECTRICAL</b>	<b>02759803</b>
<b>ACCESSIBILITY</b>	<b>02759805</b>

**Class Code:**

**Pay Grade: 31A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To review building plans and specifications and supervise the work of subordinates engaged in administering and performing inspections as mandated by the State Building Code or federal regulations within the area of specialization indicated in the title of the class of position; to direct the review of required inspections of installations under the jurisdiction of the State Building Commissioner; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for conformance to codes, regulations and policies.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of subordinates and other personnel assigned to assist while engaged in performing building code functions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the area of specialization indicated in the title of the class of position:

To review plans and specifications submitted to the commissioner for state building code compliance.

To plan and supervise the work of subordinates engaged in administering and performing inspections as mandated by the State Building Code Commission.

To review and direct the required inspections of installations under the jurisdiction of the State Building Commissioner.

To perform those inspections of complexity requiring extensive expertise in building inspection enforcement and compliance.

To perform inspections and plan reviews for cities and towns in the absence of local inspection officials.

To interpret code provisions during compliance inspections and to recommend procedures to eliminate deficiencies.

To review reports of other inspection officials and ensure such reports are in compliance with established codes, regulations and policies.

To provide state review of local inspection officials and their work activities through on-site visits and follow-ups and to assist with any problem areas of plan reviews and inspection, as well as ensure continuity of code enforcement.

To travel out of state and make inspections of mobile homes in accordance with the state's contract with HUD and the National Conference of States on Building Codes and Standards.

To perform investigative inspections in coordination with the Attorney General's Office regarding complaints against local officials and inspectors.

To submit oral and written reports.

To respond to inquiries regarding mode and manner of construction and materials used in the installation of work.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of building construction as it relates to the area of specialization indicated by the title of the class of position and the ability to

apply such knowledge in the performance of complex on-site inspections for all state projects under the jurisdiction of the State Building Commission in order to determine compliance and to make recommendations to effect compliance; a thorough knowledge of state building code regulations, laws, and policies and the ability to apply such regulations in directing inspections; the ability to review plans and supervise the work of a staff engaged in making inspections under the jurisdiction of the State Building Code Commission; the ability to interpret and apply construction plans and specifications; the ability to maintain inspection records and compose and review written reports; the ability to establish and maintain effective working relationships with architects, engineers, officials, contractors, etc. and to assist them by providing advice and guidance; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from high school or a technical vocational school; and

Experience: Such as may have been gained through: employment as a senior building code inspection official or employment in a supervisory position involving the inspection of construction, plan reviews and the planning and evaluating of building accessibility or compliance inspections.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS:** At time of appointment, in the area of specialization indicated in the title of the class of position, a minimum of five (5) years experience in general building construction; a minimum of five (5) years experience and Rhode Island master or journeyman plumbers license; a minimum of five (5) years and a Rhode Island class A or class B electricians license; a minimum of five (5) years and a valid Rhode Island master pipefitters I and master refrigeration I contractors license. Must possess certification for five (5) years as a qualified building official/inspector in accordance with Section 23-27.3-107.6 and 23-27.3.107.7 of the Rhode Island General Laws as amended and must maintain such certification and licensure in the area of specialization as a condition of employment. Must possess and maintain a valid Rhode Island Motor Vehicle Operator's License.

Class Revised: July 14, 1991

Editorial Review: March 15, 2003