

CLASS TITLE:**STATE BUILDING
CODE COMMISSIONER****Class Code: 02989900****Pay Grade: 42A****EO: B****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for planning, organizing and directing the professional, technical, inspectional and administrative programs of the State Building Commission; to serve as the State Administrative Agent for Housing and Urban Development's Mobile Home Program, Federal Emergency Management Agency's flood insurance Program and the Handicapped Accessibility Program (Title V of the Federal Rehabilitation Act of 1973 and Federal Americans' with Disabilities Act (A.D.A.) which includes the hearing of all claims for dispute resolution; administer to the Building Contractors' Registration Law; administer and act as Commissioner of the Interstate Compact on Industrialized and Modular Buildings; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director of Administration/Central Services on matters of policy; exercises individual judgement and initiative to accomplish the objective of the Program.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of professional, technical, inspectional and clerical personnel; work is reviewed in process and upon completion for conformance to law, rules, regulations and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, organizing and directing the professional, technical, inspectional and administrative programs of the State Building Commission.

To be responsible for the enforcement of the State Building Code on all private and public projects on State properties to include reviewing plans and specifications, issuing permits for building, plumbing, electrical, and mechanical construction or any alterations thereof; and to issue a certificate of use and occupancy as required by the Code.

To be responsible for performing tests and investigation of building systems where weather damage has incurred or new innovative system are proposed.

To interpret the provisions of the code in the case of a dispute as to the intent of its provisions.

To administer HUD's Mobile Home Program by providing monitoring inspectors for in-state dealer lot monitoring and out-of-state monitoring and engineering at manufacturing plants.

To administer HUD's FEMA's Flood Insurance Programs' building code regulations governing the flood-proofing of buildings, the structural design within flood plains and the appeals procedures in accordance with Federal regulations.

To administer the Federal Handicapped Access Program and ADA Program on all new, existing and leased State Buildings.

To be responsible for providing the professional and technical advice and counsel to the State Building Code Standards Committee on all recommendations for code changes, adoptions and hearings; to provide for the legislative adoption of all matters pertaining to the State Building Code.

To be responsible for training local and state officials on the provisions of the Code to insure uniform enforcement and interpretation; as required by law, to act as the local official where there is none to enforce the Code.

To be responsible for the resolution of all claims by disabled persons on all public and private buildings through mediation and a formal hearing process.

To provide professional expertise to evaluate the possibility of renovating existing mills, breweries and other major complexes into new and innovative uses to expand the state and local communities economic base.

To provide the professional expertise necessary to label, inspect and certify to the safety of amusement rides and associated equipment for all carnivals, fairs and parks.

To serve on the Rhode Island Historical Preservation commission as a member and advisor.

To act as Executive Secretary to the State's Board of Standards and Appeals.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the pertinent provisions of the State Building Code and the ability to interpret and enforce such provisions; a thorough knowledge of the principles, practices and techniques used in the design and construction of buildings and structures and the ability to apply such knowledge in the administration and operation of the programs of the State Building commission; a working knowledge of State and local legislative matters pertaining to codes and ordinances; the ability to provide expert advice on matters pertaining to appeals on code provisions; the ability to perform tests and conduct investigations of buildings and building systems and to prepare and submit reports of findings and recommendations; the ability to instruct on matters pertaining to the Building Code and related design and construction sciences; the ability to develop and maintain an effective public relations program; the availability to travel regionally and nationally to attend meetings and conferences; and skills and knowledge to speak publicly and take presentations on codes and standards as well as other technical matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Per Rhode Island General Law 23-27.3 – 107.4 (b); “said qualifications include it least ten (10) years experience in building or building regulations generally and that said commissioner be an architect or professional engineer licensed in the State of Rhode Island or a certified building official presently or previously employed by a municipality and having at least ten (10) years experience in the building construction or inspection field.

Class Revised: December 19, 1999

Editorial Review: 3/15/2003