

## **JOB DESCRIPTION**

Town of Hopkinton

### **BUILDING AND ZONING OFFICIAL**

#### **GENERAL SUMMARY:**

Under the general supervision of the Town Manager, the Building & Zoning Official administers and enforces the Rhode Island State Building Codes and Town of Hopkinton Zoning Regulations to ensure the health, safety and welfare of Town residents. This position is responsible for the effective and efficient operation of the Building and Zoning Department.

#### **ESSENTIAL FUNCTIONS:**

1. Ensure compliance with the Rhode Island State Building Code and applicable provisions of the State statutes in effect at the time of enforcement through plan examinations and inspections;
2. Issue building permits, including but not limited to plumbing, electrical, mechanical, sign, and demolition permits, along with certificates of occupancy and zoning certificates;
3. Issue building notices and send correspondence, included but not limited to, minimum housing issues, building code and/or zoning violation issues, unsafe structure/condemnation orders, and review all zoning applications submitted before the Zoning Board of Review, as well as administrative zoning petitions;
4. Supervise part-time inspectors servicing the Building Department, including but not limited to, the plumbing, mechanical and electrical inspectors, as well as office staff;
5. Investigate and resolve complaints related to zoning regulations, building code enforcement and minimum housing;
6. Provide assistance and information, as requested and/or required, to the Town Manager, all Town departments, other Town Boards and Commissions, Town property owners and the general public in a courteous and efficient manner;
7. Possess and maintain a comprehensive knowledge of building and site construction requirements, procedures, and policies through a program of continuing education to include, but not limited to, that provided by the State Building Code Commissioners Office and the Building Codes Standards Committee;

8. Maintain State Building Official certification and re-certification, as required by law; and
9. Perform other duties, as assigned.

### **OTHER FUNCTIONS:**

1. Attendance at Zoning Board of Review meetings, as required, prepare opinions to each petition and provide testimony related to applications submitted to the Board;
2. Appear in court or before other governmental bodies on behalf of the Town to present facts on zoning related matters;
3. Prosecute Building/Zoning matters before the Zoning Board of Review, when warranted;
4. Represent the Building/Zoning department in dealings with other local, state and federal agencies, and coordinate assigned activities with those outside agencies and organizations;
5. Respond to emergencies, as required and/or requested, by Police and Fire Districts outside regular office hours; and
6. Confer effectively with architects, engineers, contractors and others concerning building code provisions and methods of construction.

### **JOB QUALIFICATIONS:**

1. Must possess a Bachelor's Degree from an accredited college or university;
2. Must possess a minimum of five (5) years experience in construction management, or other related field;
3. Must possess a valid operator's license;
4. Must possess a Rhode Island Building Commissioner's Certification as a Certified Building Official.

### **WORKING CONDITIONS:**

1. This position reports directly to the Town Manager;
2. Work is performed both in an office setting and in the field; and
3. When available, be able to respond to off-hours emergency calls.

**WAGES, HOURS AND BENEFITS:**

1. Wages, hours and benefits are enumerated in the collective bargaining agreement between the Town of Hopkinton and the Rhode Island Council 94, AFSCME, AFL-CIO, Local 3163.
2. This is a full-time position.

November, 2016