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CITY OF PROVIDENCE  
DEPARTMENT OF HUMAN RESOURCES

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Inspection and Standards

Building Official

\$84,247.00

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**Non-Union**

The Building Official reports to the Deputy Director and Director of Inspection and Standards. The Building Official is responsible for all aspects relative to the mode, manner of construction, and/or materials used in the erection and alteration of buildings and structures in the City. This position is responsible for requiring compliance with the provisions of the City of Providence Ordinances, and the State Building Code, of all rules lawfully adopted and promulgated under the Code, and the laws relating to the construction, alteration, repair, removal, demolition, integral equipment, location, use, occupancy and maintenance of buildings and structures. This management position oversees all plan review functions and staff.

**Duties and Responsibilities:**

1. Responsible for requiring and enforcing compliance with provisions of the State Building Code, including all rules adopted and promulgated under the Code, and law relating to the construction, alteration, repair, removal, demolition, integral equipment, location, use, occupancy and maintenance of buildings and structures.
2. Supervises the team that reviews and interprets construction documents, site plans, and specifications to ensure compliance with any requirements under the Code, safety regulations, and federal, state, and local laws and ordinances. The verification of construction documents also falls under the prevue of this unit. The Building Official must be able to conduct the work of this team and provide oversight, quality assurance, and technical assistance to the department's staff.
3. Directly supervises the permitting counter and the permit technicians that staff it, and is responsible to ensure it is properly staffed and supported.

4. Reviews, measures, and documents division and staff performance. Provides training, retraining and support when appropriate.
5. Establishes, implements, and maintains documentation procedures and protocols, plan review process tracking, and record keeping processes for all division files and records, including digital storage. Ensures division compliance with record keeping requirements.
6. Advises the public, including, but not limited to Architects, engineers, contractors, developers, property owners, and realtors on relevant aspects of the State Building Code and Providence Zoning Ordinances. Coordinates with Zoning Official on ordinance interpretation.
7. Works with staff, DIS and City-wide leadership, customers, and community stakeholder groups to identify improvements to establish and improve on procedures that ensure timely plan review.
8. Responsible for all other functions as assigned, including boarding operations, department procurement and project implementation, and payment processing. Oversees the support staff in these functions.

**Qualifications:**

1. Registered professional engineer or architect, with 7 years of general building contractor experience in one or a combination of the foregoing fields, with at least 4 of those years spent in responsible charge of building work; OR equivalent training and experience.
2. Must be a Certified Building Official (CBO) under the State of Rhode Island.
3. Must demonstrate knowledge of the State Building Code, laws, and ordinances and their relationship to the aforementioned duties and responsibilities.
4. Knowledge of the quality and strength of building materials, accepted requirements of building construction, fire prevention, light and ventilation, safe exit facilities, and other items of equipment essential for the safety, comfort, and convenience of occupants.
5. Ability to work collaboratively with the administration, staff, customers and; demonstrate ability to supervise subordinate personnel in a union work environment.
6. Strong and effective communicator.
7. Experienced in review of single and multi- family, commercial, industrial, and high rise building design and construction plans.
8. Must be able to perform all essential functions of the job.

**Application Instructions: Please send a resume and a cover letter which clearly articulates your interest and qualification for the position. Place "Building Official" in the subject line and send electronic submissions to [jobs@providenceri.gov](mailto:jobs@providenceri.gov).**

**Deadline: Position will remain open until filled.**

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**Human Resources**

25 Dorrance Street

Providence, RI 02903

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MINORITIES AND WOMEN ENCOURAGED TO APPLY

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