



*Town of Richmond, Rhode Island*

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Building / Planning / Zoning Department  
5 Richmond Townhouse Road, Wyoming, RI 02898  
[www.richmondri.com](http://www.richmondri.com)

## **BUILDING OFFICIAL**

The Town of Richmond seeks a Building Official within the Building Planning Zoning (BPZ) Department. This is a 30-hour/week position at \$60,000, or a minimum of 20 hours/week pro-rated.

The Building Official must be on-site in the BPZ Department in Town Hall at least two days/week.

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 Town. This position is responsible for requiring compliance with the provisions of the Town of Richmond's Code of 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.

### **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. Ensures compliance with any requirements under the Code and safety regulations, and verifies construction documents.
3. 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 Richmond Code of Ordinances.

### **Qualifications:**

1. Must be a Certified Building Official (CBO) by the State of Rhode Island.
2. At least 5 years of general building contractor experience in one or a combination of associated fields; OR equivalent training and experience.
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, and customers.
6. Strong and effective communicator.
7. Experienced in review of single and multi- family, commercial and, industrial 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, as well as three professional references and their contact information. Place "Building Official" in the subject line and send electronic submissions to [townadministrator@richmondri.com](mailto:townadministrator@richmondri.com).**

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

The Town of Richmond is an Equal Opportunity Employer.