



Employment Opportunity
Town of Warren, RI

Full resumes' are currently being accepted to establish a list of eligible candidates for consideration to employ as:

Part-Time Building Official / Zoning Officer

Salary: Up to \$33.17 per hour

Minimum Qualification:

Applicant shall document that he/she is a current Certified Building Official as provided by General Laws of the State of RI, RI State Building Commissioner and RI Building Code Standards Committee; has a demonstrated familiarity with building code, zoning and other development regulations, and at least five (5) year's experience in the building or related construction trade industry or similar experience in planning, zoning or related fields.

Required qualifications may be obtained in the Town Clerk's Office or on the Town's website www.townofwarren-ri.gov.

Completed resumes' {with required certification(s) attached} must be received in the Town Clerk's Office, 514 Main Street, Warren, RI no later than 4:00 P.M. on June 26, 2014. Hiring will be done in accordance with EEO and affirmative action plans. Warren is an equal opportunity employer. The Town of Warren reserves the right to reject any and all applications.

ARTICLE XII. DEPARTMENT OF BUILDING AND ZONING

Section 12.01 Building Official/Zoning Officer

There shall be a Building Official/Zoning Officer hired by the Town Manager who shall be the head of the Department of Building and Zoning.

Section 12.02 Qualifications

The qualifications for the Building Official/Zoning Officer shall be those as outlined by the laws of the State of Rhode Island.

He/she must be certified by the Building Commissioner via the Building Code Standards Committee of the State of Rhode Island.

Section 12.03 Duties

The duties of the Building Official /Zoning Officer shall include, but not be limited to, interpreting and enforcing all applicable requirements as set forth by the Warren Town Code, State laws related to construction codes and zoning laws, and the Warren Zoning Ordinance.

He/she shall supervise the Electrical Inspector and the Plumbing/Mechanical Inspector. The Building Official/Zoning Officer shall also be the Minimum Housing Inspector and the Floodplain Coordinator for the Town. The Building Official shall serve on the Technical Review Committee advising the Planning Board.

Sec. 32-5. Zoning officer.

The zoning officer shall be appointed by the town council of the Town of Warren, and may serve as both the zoning officer and the building inspector for the town. The zoning officer shall have, as minimum qualifications, a demonstrated familiarity with the zoning and other development regulations of the town, and at least five (5) years experience in the building or related construction trade industry, or similar experience in planning, zoning or related fields.

It shall be the duty of the zoning officer of the Town of Warren to administer and enforce the provisions of this ordinance, including:

- A. The issuing of any required permits or certificates;
- B. Collection of required fees;
- C. Keeping of records showing the compliance of uses of land;
- D. Authorizing commencement of uses or development under the provisions of this zoning ordinance;
- E. Inspection of suspected violations;
- F. Issuance of violation notices with required correction action;
- G. Collection of fines for violations; and
- H. Performing such other duties and taking such actions as may be assigned in this ordinance.