

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Building/Fire Specialist 1		Class Code: 001GB1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 9-19-13
	Summary: Incumbent serves as the Code Specialist responsible for variance review, code and general administrative rules interpretation and rule drafting.		

Duties:

- Reviews the current model of the codes for the assigned program area for standard amendments and provides the first review of code changes proposed by the code review committees;
- Drafts all proposed amendments to the proposed new codes and is responsible for the proper drafting format, accurate grammar and spelling and complete substantive content of the amendments;
- Prepares training materials to assist staff members who serves as an alternate for the incumbent's assigned program area and to assist in-house code enforcement personnel with basic understanding of the codes which correspond to that area;
- Develops or assists with the development of the monthly staff variance report;
- Responds to interpretation questions concerning agency rules, especially in the assigned program area, from agency personnel, legislators, the design and construction community and the general public;
- Monitors code development hearings to remain current on proposed code changes to model codes and the basis for model code provisions;
- Assists management in analyzing complex interpretive issues for written responses;
- Represents the agency in public hearings for proposed rules when requested;
- Performs related duties as required.

Job Requirements:

- At least five (5) years of in-depth code development, code enforcement or code interpretation and experience in the incumbent's assigned program area;
- Specialized knowledge of fire prevention and building safety;
- Specialized knowledge in the drafting of codes and amendments, including detailed proof-reading to ensure accurate content, grammar and spelling;
- Specialized knowledge of agency organization and function;
- Specialized knowledge of word processing and spreadsheet programs;
- Effectively communicate both orally and in writing;
- Ability to read, understand and evaluate construction plans and specifications;
- Ability to solve complex code interpretation problems;
- Ability to establish effective work relationships with co-workers, customers, vendors and local and state officials;
- Monitor or attend approved in and out of state training and code development meetings annually, some requiring one or more overnight stays away from home;
- Ability to initiate and complete assigned tasks and projects within required time frames including, when necessary, working additional hours on weekdays and occasional weekend-end days.

Difficulty of Work:

The work is broad in scope involving very detailed knowledge of codes, their development, interpretation and implementation, which requires critical and analytical abilities, excellent oral and written communication skills and the ability to exercise good time management skills. Must be able to work effectively with state and local officials, design professionals and contractors, legislators and the general public.

Responsibility:

Incumbent works independently and possesses sufficient technical authority for the work. The incumbent is responsible for performing the assigned duties in a way that provides the required support to the agency, assists other customers of Code Services and effectuates the goals of the section and the agency. The incumbent is responsible for coordinating the discharge of the assigned duties with other staff of Code Services to ensure uniform and consistent codes and code interpretations.

Personal Work Relationships:

The incumbent works with the agency personnel, other agencies including state and federal government units, the design and construction community, legislators and the general public for the purpose of explaining and interpreting the rules of the Commission in response to questions. The incumbent also assists the customer base in problem resolution and maintains coordination with other staff of Code Services to ensure uniform and consistent codes and code interpretations.

Physical Effort:

Physical effort may vary depending upon the state's emergency/disaster status. A significant amount of climbing, crawling, stooping, lifting and driving is required to perform the duties.

Working Conditions

Working conditions vary depending upon the state's emergency/disaster status. The incumbent ordinarily works in an office environment. However, agency requirements can include working in emergency/disaster field conditions, as well as field office locations throughout the state and around the nation for extended periods of time.