



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

DEPUTY DIRECTOR/BUILDING OFFICIAL

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and technical work in the administration and enforcement of building codes and related ordinances; performs and supervises plans reviews and inspections; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, supervising and participating in building inspection, plan review and building code enforcement activities; appointed as Building Official by the Board of Supervisors; coordinating work with County staff and other local and State agencies; preparing and maintaining appropriate files and records; preparing reports; testifying in court.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in directing and managing the Building Inspections Division including code compliance, inspections, permitting, environmental and administration;

Assists in hiring, training, evaluating, scheduling and supervising department and contract personnel;

Supervises and performs building, plumbing, mechanical, fire and related plan reviews and inspections for compliance with local and State building and related codes; performs complex structural engineering design analysis;

Enforces state and federal building codes and local ordinances;

Acts as the County's Fire Official; enforces Fire Prevention Code and County fire ordinances;

Acts as the County's Property Maintenance Official; enforces Property Maintenance Code and County ordinances;

Assists with preparing department budget and revenue projections; monitors expenditures;

Develops policies and operating procedures for department;

Meets and confers with designers, architects, engineers, developers, contractors and owners with respect to enforcement interpretation and application of the building codes during planning and construction of projects; prepares plan review letters, inspection reports and client correspondence; maintains files, log books, monthly and annual reports;

Makes final judgment of code interpretations when challenged;

Issues code modifications; reviews and responds to requests for code modifications;

Issues building and other types of permits; verifies information is correct and complete;

Issues Certificates of Occupancy; verifies condition of the building permit have been met; verifies outside department and agency approvals have been obtained;

Provides technical expertise in the field when inspectors raise questions concerning the method of construction or the materials used;

Responds to citizen and customer complaints, inquiries, requests and technical questions;

Participates in multi-agency review team for prospective and new commercial projects; reviews concepts and drawings; provides comment letters;

Assists in preparing recommendations for fee schedules, staffing levels, capital improvements, monthly and annual reports;

Serves notices of code violations; prepares evidence for legal actions; testifies in court; serves notices of condemnations for unsafe structures; issues stop work orders when deemed necessary;

Prepares plan review letters, inspection reports and client correspondence; maintains files, log books, monthly and annual reports;

Responds to structural damage incidents such as fires and severe weather; performs damage assessment and occupancy restrictions; verifies structural stability;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard building codes; general knowledge of County and State laws, regulations, codes and ordinances governing building standards, housing certification and licensing of contractors; general knowledge of modern practices and methods employed in building, electrical, plumbing and related construction trades; ability to read, understand and interpret plans, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress; ability to supervise a group of subordinates in a manner conducive to full performance and high morale; ability to communicate effectively, both verbally and in writing, and to prepare concise, accurate records and reports; skill in enforcing building code s and ordinances with conformity, firmness, tact and impartiality; ability to carry out field inspection of building sites; ability to consult with contractors, building owners, the general public and to effect and maintain satisfactory working relationships on inspection and regulation matters; ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, and the general public;

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in engineering or architecture and considerable experience in building code enforcement work.

SPECIAL REQUIREMENTS:

Must possess and maintain State certification for code official, fire official and related certifications.