



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### **BUILDING INSPECTOR**

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate technical work inspecting residential, commercial and multi-family structures for compliance with building codes; conducts combination inspections; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, 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, extreme cold, extreme heat, noise, hazards, and atmospheric conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

##### **Performing building code inspections; maintaining appropriate records and files; preparing reports.**

*(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.)*

Performs field inspections and reinspections of buildings and facilities for compliance with building, plumbing, mechanical and electrical codes;

Receives complaints in regard to defective construction and handles enforcement problems;

Reviews and files engineering letters and details, surveys and correspondence;

Inspects for unpermitted work; follows-up to ensure compliance; writes notices of violation when non-permitted work is evident;

Where construction is not being made in compliance with regulations as to methods and/or materials, issues warnings;

Coordinates inspections with other agencies, inspectors or departments (Utilities, Zoning, Health department, VDOT);

Answers questions from private citizens, contractors, sub-contractors and builders on code matters in person and by telephone;

Testifies in court on code violation cases;

Makes reports and keeps records regarding inspections; posts inspections into computer;

Participates in emergency response operations as required in a declared emergency by Board 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:**

Working knowledge of all types of building construction practices, materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge of the Virginia Statewide Building Code and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to perform physically demanding work without choice or variety; to work in adverse weather conditions; ability to contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building codes.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school or trade school and a minimum of three years of experience in the building construction trade.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain certification in building, plumbing, mechanical and electrical inspections within twelve months of employment.