



SENIOR BUILDING INSPECTOR

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical work reviewing construction documents and inspecting residential, commercial and multi-family structures and their associated systems for compliance with building codes; conducts combination inspections and plan reviews; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

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:

Inspecting building structures and systems to insure compliance with applicable building codes including electrical, property maintenance, mechanical and plumbing/gas; preparing written reports and maintaining appropriate records and files.

(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.)

Reviews construction documents for applicable code compliance including electrical, mechanical and plumbing codes; prepares written reports identifying details that must be corrected to comply with code;
Performs field inspections and reinspections of buildings and facilities for compliance with building, plumbing, mechanical and electrical codes; conducts plan reviews on commercial projects;
Performs field inspections for erosion and sediment control regulations on one & two family dwellings;
Assists in establishing consistent policies enforced by inspection staff during field inspections;
Assists Building Inspectors with technical problems or questions;
Assists with training and supervising Building Inspectors;
Receives complaints in regard to defective construction and handles enforcement problems;
Inspects amusement rides for compliance with code provisions;
Reviews and files engineering letters and details, surveys and correspondence;
Issues correction notices, serves summons, and testifies in court;
Coordinates inspections with other agencies, inspectors or departments (Utilities, Zoning, Health department, VDOT);
Inspects for unpermitted work; follows-up to ensure compliance; writes notices of violation for nonpermitted work;
Answers questions from private citizens, contractors, sub-contractors and builders on code matters in person and by telephone;
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:

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of State building 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 contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

High school diploma or GED; five years of experience in construction trades and two years of experience as a building inspector; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Possession of certification from the Virginia Board of Housing and Community Development as a Combination Inspector or a minimum of four certifications in building, plumbing, mechanical and electrical inspections. Possession of or ability to obtain Erosion and Sediment Control Inspector certification.