WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Building Inspector **Department:** Building & Development Services **Supervised by:** Building & Development Services Director **Revised Date:** May 17, 2014

Title: Building Inspector

Department/Division: Building & Development Services/County Administration

Nature of Work:

- Enforces the adopted Virginia Uniform Statewide building codes and related codes of the County, as well as the issuance of building and related permits. Position may be cross-trained to provide both zoning code enforcement and plan review and inspections related to soil erosion and sedimentation control. This position is under the direction of the County Building & Development Services Director.

Essential Duties:

- Issues Permits as Appropriate: Examines building permit applications and supporting data and issues permits as appropriate. May review and issue zoning permits as authorized by the County Zoning and Subdivision Official.
- Daily Inspections on Permits: Makes daily inspections on permits issued, such as footings; rough-in plumbing; framing; electrical; insulation; power hookups; and any other building inspections that may be necessary in accordance with Virginia Uniform Statewide Building Code and/or other applicable requirements.
- Interpreting Building Codes: Interprets and conveys the building codes to contractors and other interested persons. Investigates complaints of building and related code violations and also complaints of zoning code violations as authorized by the County Zoning and Subdivision Official.
- Reviews Plans, Permits & Projects: Inspects projects, reviews plans and issues permits where soil erosion and sedimentation control measures are required or removal of underground storage tanks, as authorized by the County Building & Development Services Director.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Building and Development Services Department.

- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of standard office practices, procedures, equipment, and office management techniques.
- Skill in communicating and presenting a positive, professional image of County services. Ability to work cooperatively as a member of a service oriented team and establish effective working relationships with employees and the public.
- Thorough knowledge of the approved codes relating to building construction, electrical and plumbing (ICC Code, ANSI Code, etc.). Thorough knowledge of one of the building trades and general knowledge of the related trades. Considerable knowledge of sound building construction practices and techniques.
- Proficiency with data processing and database including: Microsoft Word, Excel, and Outlook.
- Education equivalent to the completion of high school, supplemented by formal courses in the building trades or civil engineering (vocational or college study in related building trades is preferred). At least 3 years experience at the journeyman level in one or more of the building trades (holding of a state license in one or more trades where testing is required is preferred). Must currently hold or obtain Virginia state certification as a Residential and Commercial Combination Inspector no later than 3 years from date of hiring, or as directed by the County Building & Development Services Director or County Administrator. If not currently certified, you must attend Virginia Building Code Academy (Core Module) within 90 days of date of hiring. May also be required to obtain other training or certifications related to position's scope of services within a specified time frame after employment as directed by the County Building & Development Services Director or County Administrator.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Government Center Building and traveling in the County on a daily basis. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of

Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.