

Northumberland County, Virginia

Job Description



Department: Office of Building & Zoning

Job Title:	Building Official	Category:	Full Time
FLSA Status:	Non-Exempt		
Reports to:	County Administrator		
Effective:		Revised:	

JOB SUMMARY

Performs a variety of routine and complex administrative, supervisory, and technical work in administering and enforcing building and related codes, inspection work to ensure compliance with the Uniform Statewide Building Code and other related codes and standards. Performs routine semi-skilled and technical construction inspection work to assure compliance with Federal, state, and local codes and standards and contractual provisions. Oversees Code Compliance for various County Ordinances.

DUTIES AND RESPONSIBILITIES

The functions listed below are those that represent the majority of the time spent working in this job. The County Administrator may assign additional functions related to the type of work of the job as necessary.

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Performs inspections of structures (residential & commercial) and trades ensuring compliance with local and state-wide building codes.
- Performs plan review of structures (residential & commercial) for permits; reviews and approves building plans; and oversees scheduling of inspections.
- Enforces code compliance of the abandoned vehicle ordinance and the Brush, Grass, and Weeds ordinance.
- Works with Fire Marshall to ensure fire codes are met relating to detection, suppression, and protection systems.
- Works with Zoning Administrator to ensure enforcement of Flood Plain Ordinance.
- Investigates unsafe structures and work performed without permits.
- Prepares inspection reports and letters of code violations and any follow up notices required.
- Prepares final inspection report and issues certificate of occupancy.
- Meets with citizens, contractors, and others as necessary for building information, abandoned vehicles and grass, brush matters.
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Provides leadership and direction in the development of short-and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

- Provides technical assistance as needed to County Administration, members of the Board of Supervisors and County staff.
- Attends continuing education classes and is required to keep up to date all certifications.
- Maintains files of all inspections.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Shall be available after hours for emergencies providing emergency response for the assessments of damaged buildings and structures.
- Assists during man-made or natural disaster situations by reporting to the Emergency Services Director and Coordinator.
- Assists with various County construction projects.
- Serves as the Building Departments FOIA Officer
- Performs other duties as assigned by the County Administrator.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience

The building official shall have at least five years of building experience as a licensed professional engineer or architect, fire or trade inspector, contractor, housing inspector or superintendent of building, fire or trade construction OR at least five years of building experience after obtaining a degree in architecture, or engineering, with at least three years in responsible charge of work. Any combination of education and experience that would confer equivalent knowledge and ability shall be deemed to satisfy this requirement. Meets or is eligible to meet the requirements of VAC5-63-50. Prior building inspection/code enforcement experience with a municipality or county government is preferred, but not required.

Knowledge, Skills, and Abilities:

- Thorough knowledge of uniform Statewide Building Code and the Virginia Industrialized Building Regulations and ability to interpret code.
- Thorough knowledge of the principles, practices, and equipment used in the building construction field.
- Considerable knowledge of local building, plumbing, electrical, mechanical housing and zoning codes and related laws and ordinances.
- Ability to use a computer to write reports, create presentations, attend meetings/training online, and/or complete research online.
- Ability to read and interpret building plans and specifications, and to enforce their application in building construction and zoning.
- Ability to plan, direct and coordinate the various phases of inspection services.
- Ability to maintain cordial and effective relationships and to communicate effectively with construction officials, building owners, and general public.
- Ability to maintain records and prepare clear and concise written and verbal reports.
- Ability to drive an automobile.
- Ability to supervise employees and make decisions regarding their responsibilities and assignments.

Licenses or Certificates:

- Valid Virginia DMV driver's license
- Obtain the Virginia Building Official certification within one year of employment.

PHYSICAL DEMANDS

This is light work requiring the exertion of up to 50 pounds of force occasionally, up to 30 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, and walking; 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; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects or small parts, use of measuring devices, operation of motor vehicles or equipment, machines, 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, vibration, hazards, and atmospheric conditions.

SPECIAL CONDITIONS

- Driving record required
- Criminal background check required.

Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Northumberland County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.