

Building Inspector
Pulaski County

Department: Building Department

Supervision Exercised: None

Supervision Received: Building Official.

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full Time

REQUIRED TESTING/SCREENING & CERTIFICATIONS: Drug and Alcohol Testing, Background Screening and Driving Record. Obtain at least one certification as a Combination Residential Inspector, Combination Commercial Inspector within eighteen (18) months of beginning employment. Obtain the other certifications within three (3) years of beginning employment.

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evening and weekend work required.

ESSENTIAL FUNCTIONS: Assist in the administration of County building regulations and policies, Virginia Construction Code, Virginia Residential Code, and other related building codes adopted by the Commonwealth of Virginia and Pulaski County. Performs difficult technical work through the administration of the building code standards. Assists with the enforcement of building code regulations and related ordinances/ policies. Provide building, plumbing, electrical inspection activities with responsibility for enforcing the laws, ordinances, and codes relating to the construction of buildings and land development within the County. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Make inspections during the progress of site preparation, building construction, and/or repair to ensure compliance with building, electrical, plumbing, zoning, property appearance and maintenance and erosion inspector
- Assists the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response
- Physical presence on the job is required

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- Maintain all appropriate records
- Meet with architects and engineers to review plans and provide advice
- Plan and oversee inspection activities for a variety of ordinances and codes, including, but not limited to, zoning, building, electrical, plumbing, and erosion and sediment control
- Investigates complaints of inspection activities, including testifying in court
- Prepares a variety of reports and correspondence on inspection and code compliance matters
- Provide information and assistance to citizens, staff, contractors, and developers through meetings, phone calls, letters and emails
- Meet with citizens, design professionals, contractors, and developers to provide guidance on draft construction plans or ideas
- Review construction documents for compliance with applicable residential and commercial construction codes
- Submit code compliance letters after review for any applicable projects
- Assist Code Enforcement Officer and Social Service Department with complaints
- Provide County-led construction activity oversight, assistance, and advice, including building buildings and assisting/leading other construction activities
- Support economic development activities and initiatives

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the principles and practices of building, structural, plumbing, heating and cooling, sprinkler system, fire alarm system and electrical code enforcement
- Comprehensive knowledge of building construction practices
- Comprehensive knowledge of OSHA requirements for construction activities and asbestos and lead abatement practices, as well as other applicable requirements
- General knowledge of engineering and structural engineering principles and practices
- Ability to plan, direct, and coordinate the various phases of inspection services
- Ability to establish and maintain harmonious relationships with other employees, state and federal officials, design professionals, developers, contractors, and the general public
- Ability to read and interpret plans and specifications and to enforce their application in construction
- Ability to present facts and recommendations effectively in verbal and written form
- Ability to perform repairs to buildings and equipment
- Ability to renovate existing buildings and build new buildings for County-led projects that are limited in their size, scope, and complexity
- Should operate at a high level to interact with elected officials, appointed officials, and the public

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Also requires the ability to use a variety of construction tools and testing equipment. Requires the ability to remain stationary at a desk and operate a computer and other devices; read and write and to

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exchange information; move and position oneself to achieve work objectives; move up to 50 pounds; traverse steep terrain and stairs. Physical ability to perform typical tasks, which include inspection of construction projects that requires walking through construction projects, ascend/descend ladders, etc.

EDUCATION AND EXPERIENCE:

Required:

- Any combination of education equivalent to graduation from high school supplemented by instruction in building/construction plan reading, architectural technology, structural design, civil, electrical, and mechanical engineering technology
- A minimum of three (3) years of experience in the construction, maintenance, public works, or code enforcement occupations
- Must have the computer skills necessary to work in various Microsoft Office programs and permitting software
- Ability to interpret codes and ordinances
- Ability to work effectively in a team environment

Preferred:

- Associate's Degree; certification in at least one inspection area defined by Virginia DHCD
- Contractor's license and/or tradesman license
- A minimum of five (5) years of experience in building construction

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

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Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date