

Building Official
Pulaski County

Department: Community Development

Reports to: County Engineer

Supervision Exercised: Building Inspector and Community Development Receptionist

Supervision Received: Work is performed with minimal instruction and supervision. 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): Exempt, Full Time

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

ESSENTIAL FUNCTIONS: Oversee the 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 overseeing the administration of the building code standards. Responsible for enforcement of the building code regulations. Staffs the Building Appeals Board. Oversee building, plumbing, electrical inspection activities with responsibility for enforcing the laws, ordinances, and codes relating to the construction of buildings within the County.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function 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. Employee must successfully pass a drug test and background check. 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:

- Physical presence on the job is required
- Maintain appropriate records
- Assists the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response
- Meet with architects and engineers to review plans and provide advice
- Plan and oversee inspection activities and issue Certificates of Occupancy
- Perform investigations of 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, developers, attorneys and county appointed and elected boards through meetings, phone calls, letters and emails

- Prepare agendas for, act as Secretary to, write staff reports for and present to the Pulaski County Building Appeals Board
- Meet with citizens, design professionals, and contractors to provide guidance on draft construction plans or ideas
- Support economic development activities and initiatives
- Review all construction documents for residential and commercial construction for code compliances
- Submit code compliance letters after review for all commercial projects
- Administer Pulaski County Unsafe Ordinance
- Assist Code Enforcement Officer and Social Service Department with complaints
- Review hydraulic sprinkler calculations and required testing
- Provide training classes for homeowners, contractors, and architects for new codes or other building related topics
- Should operate at a high level to interact with elected officials, appointed officials, and the public

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 requirement for asbestos and lead abatement practices and other requirements
- General knowledge of engineering and structural engineering principles and practices.
- Ability to develop long-term plans to evaluate work accomplishments.
- 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, and the general public
- Ability to present facts and recommendations effectively in oral and written form.
- Physical ability to perform typical tasks which include inspection of construction projects that requires walking through construction projects, climbing ladders, etc.

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 abilities to sit at a desk and operate computer and other devices; read and write and to exchange information; walk, squat, kneel or bend to file papers; lift and carry up to 50 pounds; traverse steep terrain and stairs; work independently in the absence of specific instruction; and to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE:

Required:

- A minimum of five (5) years of experience in building as a licensed professional engineer, or architect, building fire or trade inspector, contractor, housing inspector or superintendent

of building , fire or trade construction or at least five years of building experience in inspections or a related field

- General knowledge about a wide range of building topics
- Computer skills necessary to work in various Microsoft Office programs and ESRI ArcMap
- Ability to interpret and draft codes and ordinances
- Be proficient at public speaking
- Be able to work effectively in a team environment

Preferred:

- A Bachelor's degree in building construction, engineering, architecture, or a related field
- Building Code Official, Combination Residential Inspector, Combination Commercial Inspector, and Combination Building Plans Examiner certifications
- Contractor's licenses and/or tradesman license
- A Minimum of two (2) years of supervisory experience
- A minimum of five (5) years of experience in building construction

SPECIAL REQUIREMENTS:

- Obtain Building Code Official certification within one (1) year of beginning employment.
- Obtain Combination Residential Inspector, Combination Commercial Inspector, and Combination Building Plans Examiner certifications within eighteen (18) months of beginning employment

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

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 County Administrator, department head or supervisor. Pulaski County 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.

Employee: _____

Date: _____