

**Building Code Official**  
Administration Building  
Pulaski County

**Department:** Community Development

**Reports to:** Community Development Director

**Supervision Exercised:** Building Inspector

**Supervision Received:** General supervision of the Community Development Director

**Classification (FLSA):** Exempt/Full time

### **JOB SUMMARY**

The essential functions for this position are to 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. Does related work as required. Reports directly to the Community Development Director. Should operate at a high level to interact with elected officials, appointed officials, and the public.

### **RESPONSIBILITIES:**

- Supervise one (1) staff member;
- Oversee building, plumbing, electrical inspection activities with responsibility for enforcing the laws, ordinances, and codes relating to the construction of buildings within the County;
- Maintain all appropriate records;
- Meet with architects and engineers to review plans and provide advice;
- Plan and oversee inspection activities and issue Certificates of Occupancy;
- Hear and make 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;
- Performs other related duties as required;
- 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; and
- Provide training classes for homeowners, contractors, and architects for new codes or other building related topics.

#### **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.; and
- Ability to lift 30 pounds on a continuous basis and 50 pounds occasionally.

#### **EDUCATION AND EXPERIENCE:**

**Required:** Minimum of five (5) years of building experience 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 after obtaining a degree in architecture or engineering, with at least three years in responsible charge of work. Any combination of education or experience that would confer equivalent knowledge and ability shall be deemed to satisfy this requirement. The building official shall have general knowledge of sound engineering practice in respect to the design and construction of structures, the basic principles of fire prevention, the accepted requirements for means of egress and the installation of elevators and other service equipment necessary for health, safety and general welfare of the occupants and the public. 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; and be able to work effectively in a team environment. Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia.

**Preferred:** Bachelor's Degree in building construction, engineering, architecture or a related field. Building Code Official certification, contractor's licenses and/or tradesman licenses, minimum of two (2) years of supervisory experience.

**PHYSICAL REQUIREMENTS:**

The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Ability to sit at a desk and operate computer, calculator, and other devices; ability to read and write and to exchange information; ability to walk, squat, kneel or bend to file papers; ability to lift and carry up to 50 pounds; ability to traverse steep terrain and stairs; ability to work independently in the absence of specific instruction; and the ability to meet the public courteously and effectively.

**SPECIAL REQUIREMENTS:**

Obtain Building Code Official certification within one (1) year of beginning employment.

Ability to assist the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response.

Valid Virginia Driver’s License.

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: \_\_\_\_\_

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.