
BUILDING CODE INSPECTOR

JOB PURPOSE:

Performs intermediate technical work in the inspection of all phases of building plans and construction; does related work as required. Work is performed under the supervision of the Building Code Official.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Performs residential building, framing, electrical, mechanical, and plumbing inspections; reviews residential plans; maintains appropriate building permit records and files; prepares required reports.

- Performs field inspections and re-inspections of residential dwellings and residential structures for compliance with adopted building, plumbing, electrical, and mechanical code requirements;
- Receives and responds to complaints regarding defective construction and takes appropriate enforcement action;
- Inspects existing buildings for hazardous conditions, structural failures or improper uses;
- Where construction is not being made in compliance with regulations as to methods and/or materials, issues warnings and stop-work orders, if necessary;
- Answers questions from private citizens, contractors, and builders, does basic plan checking to determine compliance with codes;
- Confers with contractors and owners on code compliance matters;
- Reviews building plans and specifications for compliance with codes;
- Testifies in court on code violation cases;
- Makes reports and keeps records regarding inspections;
- Uses GPS location tool to mark building locations;
- Performs related tasks as required.

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in a variety of building trades and considerable experience in one or more of the building construction trades. Must have at least three years of experience and general knowledge of at least one of the following areas: building construction; building construction conceptual and administrative process; building, fire or housing inspections; plumbing, electrical or mechanical trades; or fire protection, elevator or property maintenance work.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all types of building construction materials and methods, and of stages of construction during which possible violations and defects may be most easily observed and corrected; thorough knowledge of state building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to establish and maintain effective working relationships with building owners, contractors, associates and the general public; firmness and tact in enforcing building codes. Thorough knowledge of computers and software (e.g., Microsoft Office suite), and the ability to record information and inspections for permanent records.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of appropriate electrical, plumbing, mechanical and building code certifications issued by the Commonwealth of Virginia or the ability to obtain one of the required certifications within 18 months of employment and the remaining certifications within 36 months of employment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.