

# Mathews County, Virginia

## Position Description

<b>Job title</b>	Building Official
<b>Reports to</b>	County Administrator
<b>Department</b>	Administration
<b>PG 25</b>	\$60,378 - \$81,688

### Job Purpose

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. Enforces floodplain management ordinance.

### Duties and Responsibilities

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.

Enforces Floodplain Management Ordinance.

Examines general framing and structure of buildings to ensure that all attachments are properly done, floor joist, trusses on rafters, that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, etc.

Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.

Inspects and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

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 building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official programs, policies and procedures to staff and the general public.

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.

Performs work in accordance with safety policies and procedures.

Enforces a variety of codes, including Uniform Statewide Building Code, Mechanical Code, Plumbing Code, Electrical Code, Fire Code, Housing Code, Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.

Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.

Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.

Compiles information and prepares construction reports as required.

Coordinates plan reviews, inspections, and enforcement actions.

Inspects and evaluates general physical condition and appearance of County property.

Shall be available after hours for buildings official needs or emergencies.

**Peripheral Duties:**

Serves as an ex-officio member of the Board of Appeals, and performs the duties of secretary to the Board, maintaining written transcripts of all meetings, facilitating meetings, providing required information, etc.

Review proposed subdivisions for code compliance. Performs the duties of a plans examiner or inspector, as needed.

Reviews field staking and makes revisions within scope of authority.

Serves as a member of various employee committees.

Considered essential personnel and will be required to report for duty in weather-related or other emergency situations.

Performs other duties as assigned.

### **Qualifications**

Education and Experience:

- A. Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction, and
- B. Four (4) years of experience in general construction and related fields, or
- C. Any equivalent combination of education and experience on a year for year basis.

Necessary knowledge, Skills and Abilities:

- A. Thorough knowledge of uniform statewide building codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
- B. Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods.
- C. Considerable skill in reading and interpreting construction drawings, plans and specifications; Skill in operating the listed tools and equipment; Skill and knowledge in applying material testing procedures;
- D. Ability to prepare, organize and maintain inspection field and office data, reports and systems; Ability to perform required mathematical computations; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.
- E. Skill in the operation of the listed equipment.
- F. Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing;

### **Special Requirements:**

- A. A valid state driver's license, or ability to obtain one by start of employment.
- B. Must achieve certification as a Building Official under Part III of the Virginia Certification of Standards, within 12 months after hire and maintain education and proficiency by attending annual State approved training.
- C. Must achieve state certification for electrical, mechanical and plumbing within 36 months of employment.
- D. Mandatory attendance at all Building Code changes workshops, seminars and other educational programs as mandated by the Code of Virginia.
- E. Prefer Certification as a residential and commercial Building Inspector or the ability to obtain certification within 18 months of employment.

### **Working Conditions**

#### **Tools and Equipment Used:**

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure; basic carpentry tools.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both field and office settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye

coordination is necessary to operate testing instruments, personal computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>April 4<sup>th</sup>, 2023</i>