

## **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.*

## **COMBINATION INSPECTOR**

**Department: Building Department and Planning & Zoning Department**

**Pay Grade: Dependent on Qualifications**

**Status: Non-Exempt**

### **JOB SUMMARY**

Responsible for performing a designated combination of inspections to include the following: building construction for residential projects, erosion and sediment control, zoning compliance, and Chesapeake Bay Preservation Act compliance in accordance with the Virginia Uniform Statewide Building Code, Mathews County Erosion & Sediment Control Ordinance, and Mathews County Zoning Ordinance.

### **ESSENTIAL JOB FUNCTIONS**

- Assists with clerical work including completion of reports and notices, answering telephones, interaction with contractors, property owners, developers, and representatives of other local, state, or federal agencies, both in the field and in the office.
- Assists with scheduling and monitoring new construction projects and managing delinquent and aging permits.
- Performs new construction inspections under the supervision and direction of the Building Official.
- Performs erosion and sediment control inspections.
- Performs field inspections of proposed buildings, grading, clearing, and other impervious area for compliance with the Mathews County Zoning Ordinance.
- Performs plan review for zoning compliance and building code compliance.
- May be required to respond to emergency conditions on a limited basis, including but not limited to damage assessment after weather events.
- Remains current on changing Codes.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

- Education & Experience
  - High School Diploma or GED equivalent;
  - Supplemented by trade, apprentice, or vocational school programs in one or more building construction disciplines; and
  - One (1) year of experience as a building inspector, environmental inspector, or in one or more areas in the construction field or an equivalent combination of education and experience.
- Special Qualifications
  - Virginia Department of Housing and Community Development certification as a Residential Inspector required within one (1) year of employment; and
  - DEQ Certification as Erosion and Sediment Control Inspector within 18 months of employment.

- Knowledge, Skills and Abilities:
  - Requires reasonable knowledge of residential building construction.
  - Requires specific knowledge of construction terminology, practices and code requirements for the specific trade area(s) of hire and general knowledge of construction practices.
  - Computer and interpersonal skills required to include the ability to write letters and reports.
  - Must possess excellent negotiation and conflict resolution skills and be able to communicate effectively verbally and through written reports.
  - Ability to make independent judgments regarding routine code matters.
  - Ability to read and interpret building plans, and blue prints.
  - Ability to read and interpret site plans, keep records and make reports in a prescribed format.
  - Ability to work with citizens, neighborhood groups, contractor groups, and other local, state, and federal agencies.
  - Ability to do field inspections that involve physical agility.
  - Ability to distinguish colors and textures.

**PHYSICAL DEMANDS**

The work is light and requires exerting up to 25 to 50 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Work is regularly performed in an environment where errors on their part can lead to significant physical or mental consequences for them or others. Administers work typically in the field which requires bending, climbing, crawling, fingering, mental acuity, stooping, visual acuity and walking.

**WORK ENVIRONMENT**

This position is located in the Building Department and Planning & Zoning Department in the Administration Building, with field work on public and private property. May occasionally work in inclement weather and over rough terrain.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	