

JOB DESCRIPTION

Essex County, VA

Job Title	BUILDING OFFICIAL
Department	Department of Planning & Zoning
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Director of Planning and Zoning
Supervises:	Building Inspector/Code Compliance Officer

JOB SUMMARY/PURPOSE

This position performs responsible inspection administrative and technical work to implement and enforce the County building code, erosion and sediment control regulations and stormwater management issues around the river. The purposes of this position are to provide for the safe construction and occupancy of structures and for the protection of investments in real property by assuring structures meet or exceed building code requirements and related standards/regulations. This is accomplished by the research and application of state building code in force and related regulations in effect within the County. Compliance is achieved through the permit review process, inspections, and enforcement of the building code, the review of applications and associated site, structural and other required construction plans. The Building Official is responsible to plan, organize, implement, and supervise a comprehensive building inspection program and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below 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.)

- Plans and directs the activities to enforce the building code, flood plan ordinance and related laws and ordinances;
- Supervises building, plumbing, electrical and mechanical plan review and inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and maintenance of residential and commercial buildings within the County;
- Interprets the Virginia Uniform Statewide Building Code, including the issuing of modifications to the Code when warranted;
- Serves as the combined program administrator for Erosion & Sediment Control/Storm Water Management (along the river);
- Issues land disturbance and wetlands permits;
- Serves as staff to the Essex County Wetlands Board and conducts monthly Board meeting as needed;
- Assist in the development of policies, procedures, and operating budget for Department;
- Supervises and assigns tasks to Building Inspector/Compliance Officer;
- Meets with architects, engineers, contractors, and citizens on matters concerning the building construction, environment and other related matters;
- Receives and responds to inquiries and complaints regarding construction-related matters;
- Prepares a variety of reports and correspondence on departmental activities;

- Coordinates the functions of the division with other County departments and agencies and other units of government;
- Represents the department in court proceedings;
- Provides technical assistance as needed to County Administration, members of the Board of Supervisors and County staff;
- Provides for emergency response for the assessments of damaged buildings and structures;
- Overall responsibility for tracking building permits for all departments and contractors;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with building code regulations to maintain certification;
- Consistent on-site office/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelor's degree with some course work in architecture, engineering, code enforcement, or a closely related field supplemented with over five years of progressively responsible experience in the administration of building construction and environmental reviews; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

Licenses or Certificates:

- Certification as a Building Official within 12 months of hire.
- Erosion and Sediment Control Combined Administrator Certification within 12 months of hire.
- Valid Virginia Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of standard office equipment, practices, and procedures;
- Knowledge of technical inspections and investigations;
- Knowledge of building, electrical, HVAC and mechanical construction practices, standards, and materials;
- Knowledge of industrial, residential, and commercial property development;
- Knowledge of state and local ordinances and codes administered through the County;
- Knowledge of the terminology, principles and methods utilized for building inspection services;
- Knowledge of the occupational hazards and safety precautions of the industry;
- Skill in the use of GIS computer applications;
- Skill in operating a personal computer and associated office software;
- Ability to read and interpret various materials pertaining to the responsibilities of the job; ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner;
- Ability to maintain effective relationships with personnel of other departments, contractors, trades people, professionals, and members of the public through contact and cooperation; and respond to questions from the public;

- Ability to communicate clearly and deal courteously, yet firmly and effectively with the public;
- Ability to prioritize multiple tasks with good time management skills;
- Ability to compile, organize, and maintain various records, reports and information in an effective manner;
- Ability to carry out assigned projects to their completion;
- Ability to read and interpret blueprints, engineering plans and specifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles			X	
Work near moving mechanical parts		X		
Risk of electrical shock			X	
Vibration	X			
Equipment Used – Computers, office equipment, hand tools & leveler, Electric tester, flashlight, probing tool			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking				X
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Driving				X
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds-moving things out of way		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.). Essex County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.