



CITY OF ALEXANDRIA
 HUMAN RESOURCES DEPARTMENT
 301 King Street, Suite 2500, Alexandria, VA 22314
 Telephone: (703) 746-3777 Facsimile: (703) 838-3850
 Telecommunications Device for the Deaf: (703) 838-5035

24 Hour JOBLINE: (703) 746-4422
 Virginia Relay Services: 711
 Apply Online: <http://alexandriava.gov/jobs>

Code Inspector I (Maintenance Code)
 Code Administration

JOB NUMBER: 2018-00005

SALARY: \$42,397.42 - \$51,824.76 Annually

OPENING DATE: 07/27/17

CLOSING DATE: 08/10/17 11:59 PM

THE POSITION:

CODE INSPECTOR I (MAINTENANCE CODE)



"Preserving the Past, while Innovating our Future!"

The City of Alexandria is located in northern Virginia, and is bordered by the District of Columbia (Potomac River), Arlington, and Fairfax counties. With a population of approximately 150,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria has a charming waterfront and is a unique and historic place to live and work. About one-quarter of the City's square miles have been designated as a national or local historic district. We proudly embrace our rich history and seize the endless opportunities that lie ahead. If you are interested in working for the vibrant City of Alexandria, we invite qualified candidates to apply for a position as a **Code Inspector I, Maintenance Code Division**.

Our work is driven by our 4 Guiding Principles:

1. **Aligning the work we do with our strategic plan**
2. **Executing against our strategy and ensuring accountability for our results**
3. **Promoting and encouraging a culture of leadership and ownership at all levels of the organization**
4. **Promoting a culture of service excellence, creativity, and entrepreneurship**

An Overview

The Code Inspector I class serves in an entry-level capacity within the Code Inspector career ladder. The Code Inspector I is distinguished from the Code Inspector II in that the Code Inspector I performs entry-level code inspection related work and the Code Inspector II class performs developmental code inspection work where the incumbent begins to apply basic code inspection related principles and techniques.

What You Should Bring

We're looking for a candidate in this class to perform daily proactive field inspections, respond to service requests and complaints from members of the community to ensure compliance with the Virginia Maintenance Code and Alexandria's Code of Ordinances. Work assignments are of a gradually increasing complexity and require application of accepted code inspection knowledge and techniques.

The Opportunity

- Performs entry level work and develops skills in code inspections in accordance with the USBC.
- Assists other staff by researching provisions of codes, ordinances, and related City policies;
- Addresses complaints, communicates abatement action, and provides required follow up;
- Enters inspection data, results and reports into an automated database, prepares violation notification and corrective direction;
- Operates and maintains a City vehicle and all other issued equipment.
- Manages inspection schedule and maintains inspection reports;
- Attends community meetings and testifies in court, as required.
- Follows established industry safety guidelines and practices, and utilizes necessary safety equipment;
- Attends training to earn and maintain continuous education and certification requirements as required by the Virginia Department of Housing and Community Development and the Department of Code Administration;
- Maintains a current knowledge of City and department policies, procedures, and guidelines:

About the Department

The Alexandria Department of Code Administration works in concert with other City agencies and our customers (residents, tenants, business owners, building owners, architects, engineers, builders, contractors, and developers) as part of the safe building team. Our objective is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. This is accomplished through permit processing, plan review, timely and consistent inspections, and education regarding the requirements of the referenced codes. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services.

MINIMUM & ADDITIONAL REQUIREMENTS:

Three years of experience in the construction or construction related field; or any equivalent combination of education, training and experience or an associate's degree in engineering, architecture, building construction or related field with 1 year of experience in a construction related field. A valid driver's license is required.

Successful completion of the following within the employee's probationary period of twelve (12) months after their original appointment:

- Virginia Building Code Academy (VBCA) Core Module;
- Virginia Department of Housing and Community Development (DHCD) Code Inspector I and/or International Code Council (ICC) certifications and requirements as prescribed in the current "Code Inspector Career Ladder Matrix".

NOTES:

1) Refer to Department of Housing & Community Development (DHCD) and International Code Council (ICC) for current certification requirements

2) In order to advance to the next career ladder level, a portfolio of work clearly demonstrating ability to perform work at next level shall be submitted to the Director or designee for review and approval

SM

An Equal Opportunity Employer

Code Inspector I (Maintenance Code) Supplemental Questionnaire

* 1.

I understand that failure to thoroughly and accurately complete the "Education" and "Work Experience" sections on my application and the "Supplemental Questionnaire" will result in my application being rejected. I have read and understand the above information

Yes No

* 2. Do you possess a valid driver's license?

Yes No

* 3. Have you been convicted of any traffic violations within the last five years?

Yes No

* 4. If you answered yes to question 3, Please explain the offense and provide the court date and date of conviction? If you answered no to question 3, please record N/A.

* 5. Do you have an Associate's Degree in engineering, architecture, building construction or related sciences or any equivalent combination of education, training and experience?

Yes No

* 6. How many years of experience do you possess in the field of Code Administration or Code Enforcement performing inspections?

Less than 3 years

3 to 5 years

5 or more years

None of these choices are applicable

* 7. Do you possess any of the following certifications? (indicate all applicable)

Virginia Building Code Academy (VBCA) Core Module

Virginia DHCD Residential Building Inspector Certification

Virginia DHCD Commercial Building Inspector Certification

ICC Energy Inspector Certification

ICC Accessibility Inspector Certification

Erosion Sediment Control Inspector

At least one additional Virginia DHCD or ICC trade inspector certification

* 8. How many years of customer service experience - one-on-one customer guidance through a regulatory process - do you possess?

Less than 3 years

3 to 5 years

5 or more years

None of these choices are applicable

* Required Question