



SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553
(540) 507-7293

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Director of Code Compliance/Chief Building Official**

An Equal Opportunity Employer

SALARY

\$88,579.00 - \$115,153.00 Annually

ISSUE DATE: 06/04/18

FINAL FILING DATE: Continuous

THE POSITION

Under limited supervision, performs supervisory and technical inspection work in the administration of the Code Compliance Department. Work involves management of the department and enforcement of and ensuring compliance with established codes governing building trades. Employee is responsible for reviewing plans and specifications for new construction. Employee must check plans and specifications for proposed installation to ensure the codes and ordinances have been followed.

SPECIAL DUTIES & RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs the administration of the Department of Code Compliance; ensures that subordinates receive orientation and training for assigned positions; assists and advises subordinates as necessary, and resolving problems as non-routine situations arise.

Develops and is responsible for the department budget preparation and submits proposal to the Board of Supervisors.

Meets with architects, engineers, contractors, property owners and interested parties to interpret building codes, regulations, and ordinances.

Directs and is responsible for management of Code Compliance Field Operations personnel and inspections.

Investigates and collects evidence of criminal violations pertaining to State law; prepares letters of noncompliance; appears in court and provides testimony, as needed.

Reviews and analyzes all codes related to construction of commercial and residential structures.

Negotiates disputes and disagreements between inspectors and contractors.

Coordinates and plans staff training.

Reviews architectural drawings, engineer's reports and building modification requests to determine compliance with State codes.

Serves as staff to Board of Building Code Appeals.

Provides information to contractors and developers on new interpretations and code changes.

Reads technical bulletins, proposed changes and other materials to stay abreast of changes in the field.

Performs other related duties as required.

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.

MINIMUM TRAINING & EXPERIENCE

Bachelor's Degree in Engineering or a related field, and six (6) to nine (9) years of supervisory experience in building inspection, or engineering; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Must be a Certified Building Official.

Must possess a valid driver's license issued by the Commonwealth of Virginia.

Must be a certified inspector in all areas of inspection.

APPLICATIONS MAY BE OBTAINED AND FILED

ONLINE AT:

<http://www.spotsylvania.va.us>

OR

9104 Courthouse Road, P.O. Box 605

Spotsylvania, VA 22553

EXAM #01102

DIRECTOR OF CODE COMPLIANCE/CHIEF BUILDING OFFICIAL

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