

Job Title: Building Code Technical Assistant/Compliance Officer

Status: Part-time - \$20.00 – 24 hours a week

Grade: 111 - Range \$17.82 - \$28.52

Essex County is seeking an individual to perform a variety of administrative functions in the building department. This position is responsible for the issuance of land use permits, establishing the emergency addresses for all new construction, reviewing plans, issuing permits, answering questions regarding code enforcement, and performing inspections to ensure that the building code is properly enforced as required by Virginia State Law. Certification as Building Code Technical Assistant must be obtained within 18 months of hire and the Erosion & Sediment Control Inspector Certificate must be obtained within 12 months of hire. A valid Virginia driver's license is also required. The Building Code Technical Assistant/Compliance Officer reports directly to the Building Official.

For more information please contact the Essex County's Building Official, Alwyn Davis, at 804-443-3244. To be considered, a completed Essex County employment application is required and may be obtained at the bottom of this page. Completed applications should be submitted to Alexes R. Chatham, Payroll & Human Resources Manager, P. O. Box 1079, Tappahannock, VA 22560. Applications will be reviewed as received. Open until filled.

Essex County is an equal opportunity provider.