

## **Fire Protection Code Inspector I/II/III**

### **An Overview**

The Code Inspector I, II and III are part of a career ladder with increasing responsibilities. As a Code Inspector I, you will perform entry-level code inspection related work; as a Code Inspector II, you are technical assistants to the building official operating at an intermediate level; and as Code Inspector III, you will perform trade code inspection related work in the code inspector's primary trade discipline and most other disciplines. This work is performed under the general supervision of the New Construction Manager.

### **The Opportunity**

- Performs entry level work and develops skills in code inspections in accordance with the USBC; and all of the duties of a Code Inspector I as applicable;
- Assists staff by researching specific code provisions, ordinances, and related city policies;
- Assists in the development of technical training concerning applicable codes, ordinances, policies, and regulatory requirements;
- Reviews construction documents with contractors, homeowners, architects, and engineers regarding the requirements of the USBC, related construction and maintenance practices, and industrial standards;
- Conducts research, as needed, and evaluates equipment, materials, and construction assemblies for compliance with USBC compliance;
- Reviews and approves third party and special inspection quality control reports in compliance with the USBC and the City of Alexandria Special Inspections Program;
- Addresses complaints, communicates abatement action, and provides required follow up;
- Identifies and documents illegal construction and prepares violation notification and corrective direction;
- Operates and maintains a City vehicle and all other issued equipment;
- Attends training to 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.

### **The Ideal Candidate**

The ideal candidate must have knowledge of the USBC and City of Alexandria ordinance which apply to building and construction or the ability to readily acquire such knowledge. The ideal candidate must have the ability to read and interpret construction plans, drawings and specifications. Working in a team environment and fostering a positive working atmosphere with internal and external customers is equally as essential.

#### **Code Inspector I**

To qualify for the Code Inspector I position, all candidates must possess three years of experience in the construction or construction related field; or any equivalent combination of education, training and experience or an associate degree in engineering, architecture, building construction or related field with 1 year of experience in a construction related field. A valid driver's license required and selected candidate must meet active City of Alexandria Code Inspector Career Ladder requirements within the probationary period of twelve (12) months after their original appointment.

#### **Code Inspector II**

To qualify for the Code Inspector II, you must have four years of experience in the construction or construction inspection related field; or any equivalent combination of education, training and experience or an associate degree in engineering, architecture, building construction or related field with 2 years of experience in a construction related field or a bachelor's degree in engineering, architecture, building construction or related field. A valid driver's license is required and selected candidate must meet active City of Alexandria Code Inspector Career Ladder requirements within the probationary period of twelve (12) months after their original appointment.

#### **Code Inspector III**

To qualify for the Code Inspector III, you must have five years of experience in construction or a construction related field; or any equivalent combination of education, training and experience or an associate degree in engineering, architecture, building construction or related field with 3 years of experience in a construction related field or a bachelor's degree in in engineering, architecture, building construction with 1 year of experience in a construction related field. A valid driver's license is required and selected candidate must meet active City of Alexandria Code Inspector Career Ladder requirements within the probationary period of twelve (12) months after their original appointment.

**About the Department**

The City of Alexandria's [Department of Code Administration](#)'s focus 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. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

**MINIMUM & ADDITIONAL REQUIREMENTS:****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