



Building Official/Property Maintenance Official Advertisement & Job Description

**Planning &
Community Development**
2039 Sycamore Avenue
Buena Vista VA 24416
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(540) 261-8607

The City of Buena Vista is seeking a dynamic and energetic individual to serve as combined Building Official and Property Maintenance Official. Working in the Department of Planning & Community Development, this individual is generally responsible for the safety and maintenance of buildings and property in the City through the construction permitting and inspection process, our property maintenance code enforcement program, and our rental inspection program. He/she will interact daily with the public and the City staff team.

He/she must have at least five years of experience in building inspections, construction, engineering, or a similar field. Salary depends on qualifications; the City offers a generous benefit package. Position open until filled. Full description also available at <https://bvcity.org/city-careers/>. To apply, submit a resume and application form (found [here](#)) to Thomas Roberts, Director of Planning & Community Development, at troberts@bvcity.org.

General Purpose

This position is the City's Building Official and Property Maintenance Code Official. Under general supervision, he/she inspects residential, commercial and industrial properties to ensure compliance with the currently adopted building code and other applicable ordinances. This position is a salaried position and is Fair Labor Standards Act (FLSA) exempt.

Duties

- Provides information and assistance to the public regarding code compliance and construction
- Issues construction, remodeling, and demolition permits and maintains accurate records
- Performs inspection of construction, remodeling, and demolition work and maintains accurate inspection reports and associated records
- Reviews building and site plans and communicates comments to applicant prior to issuance of building permit
- Coordinates third-party plan review and/or inspections for construction types he/she is not qualified to review or inspect
- Issues correction notices and stop work orders, if necessary, when construction is not being completed in compliance with regulations (regarding methods and/or materials)
- Achieve and maintain full certification through DCHD as Building Official and Property Maintenance Official by attending required continuing education
- Achieve and maintain full certification through DEQ as Erosion and Sediment Control Program Inspector and Storm Water Program Inspector
- Assist with inspection of Erosion and Sediment Control and Storm Water Management measures
- Proactively identify property maintenance violations and pursue compliance

- Investigate complaints regarding property maintenance violations and pursue compliance
- Maintains complete documentation and records of property maintenance investigations
- Manage the Rental Inspection Program by tracking dwelling units, systematically scheduling inspections, and maintaining accurate records of certification
- Performs related duties as required.

Minimum Qualifications

- Minimum of five (5) years of experience in building inspection, construction, or related trades (state requirement)
- Graduation from high school or a GED
- Valid driver's license
- Proficiency in operating computer databases and mobile apps
- Current building code and property maintenance code official certification through DHCD, OR the ability to become certified within three years

Preferred Qualifications

- Experience as a building inspector for a Virginia locality
- Bachelors degree
- Erosion and Sediment Control and Storm Water Management Inspector certification through DEQ

Tools & Equipment Used

- Desktop computer and smartphone
- City vehicle
- Working knowledge of insurance industry, public risk management and loss control practices; working knowledge of safety/health, environmental, engineering and loss prevention procedures.
- Ability to analyze and understand safety/health policies and principles; ability to maintain efficient risk management systems and procedures; ability to analyze risks and exposures;

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear; to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office, vehicle and outdoor settings. Employee is occasionally exposed to wet and/or humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet but will occasionally become loud.

This job description does not list all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. Employees will be evaluated in part based upon performance of the tasks listed in this job description. Management reserves the right to revise this job description at any time. This job description is not a contract for employment.