

Madison County, Virginia
Application Instructions
June 8, 2019

Building Official

Madison County, Virginia is accepting applications for a full-time Building Official. Information on Madison County, this position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until the position is filled with the anticipated review of applications to begin on July 10. EOE

Following is supplementary information on this position and application instructions for all interested individuals.

The position will serve as the County's Building Official. Work will necessarily feature a combination of interfacing with walk-in customers; plan reviews; field inspections; supporting County leadership; and assisting with a variety of County public works projects. The position is expected to operate independently with minimal supervision and to supply routine, relevant and concise activity reports. Creation and maintenance of work plans, tracking of time and documentation of accomplishments and use and operation of computers for the creation and compiling of documents and maintenance of relevant web sites will be required.

The Building Official opportunity is a full-time position that is eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). The pay rate will depend upon the qualifications of the individual selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Building Official; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a background investigation.

Building Official

Dept/Div: Building & Code Enforcement/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced technical and administrative work planning, directing, and participating in building inspections, code enforcement and plans review activities, coordinating and supervising daily operations of the department, providing information and assisting the public, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator or his designee. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists with the coordination of development services functions. Responsibilities may include oversight of personnel responsible for the administration of County zoning, flood plain, site plan and subdivision ordinances and related areas as assigned.

Directs, plans, and oversees activities relating to building code enforcement, erosion and sediment; and geographical information systems (GIS).

Conducts field inspections and plan reviews for residential and commercial structures to determine code compliance with local and state codes, ordinances, regulations, and standards.

Interprets and enforces provisions of local and State building codes for the County.

Recruitments and selects departmental personnel; assigns, directs, trains and inspects the work of staff; disciplines, coaches, counsels and evaluates staff performance; recommends rewards, transfers, promotions, suspensions, demotions and terminations.

Prepares and administers department budget; develops and maintains financial records and reports.

Ensures that records within the area of responsibility are identified, generated, controlled, maintained, processed, stored, and disposed of in compliance with the Virginia Public Records Act.

Provides information to County employees and officials, private businesses, various groups and the public regarding code requirements applicable to public construction projects.

Receives, responds to and resolves customer issues related to building codes, subdivision ordinance, County ordinances and property maintenance issues.

Attends and participates in professional group meetings and seminars; maintains current knowledge of trends and innovations in building inspections and plan reviews.

Education and Experience

Associates/Technical degree with coursework in architecture, engineering, or related field and considerable experience in building trades, code enforcement, or inspections including considerable supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions and occasionally requires climbing or balancing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working in high, precarious places and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Building Official

Special Requirements

Obtain Virginia Department of Housing & Community Development Building Official certification within one year of hire.

Obtain Virginia Department of Housing & Community Development General and Residential Inspector certifications within eighteen months of hire.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: **June 8, 2019**