

Madison County, Virginia
Application Instructions
June 8, 2019

Combination Inspector

Madison County is accepting applications for a part-time Combination Inspector for the Building Official's office. 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 June 24. EOE

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

The position will serve as adjunct to the full-time staff in the Madison County Building Official's office. Work will necessarily feature a combination of interfacing with walk-in customers, plan review, and field inspection. The position is expected to operate independently with minimal supervision and to supply routine, relevant and concise activity reports.

There is an immediate need to fill this billet. Future work would be scheduled depending on changing County needs and availability of the employee.

This opportunity is for a part-time position that is not provide for benefits such as the retirement, employee health insurance, or 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 Madison County application form available [here](#) and return it to Combination Inspector; %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 have relevant experience, licensure in the field and possess a valid driver's license. All applicants must be able to pass a background investigation.

Combination Inspector

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

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work performing field inspections and reinspections of commercial, industrial, and residential facilities for compliance with building, plumbing, electrical and mechanical codes, preparing and maintaining files, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Official.

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

Conducts field inspections and reinspections of all construction and related work to determine compliance with local and State building codes, ordinances, regulations and standards.

Maintains electronic and paper records for applications, permits, plans, and related documents.

Interprets and enforces building codes; responds to inquiries regarding codes and code compliance.

Reviews applications, building plans and specifications for proposed construction for compliance with building codes.

Education and Experience

High school diploma or GED and moderate experience in building, plumbing, electrical, and construction trades or engineering, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires stooping, kneeling, crouching or crawling and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing and reaching with hands and arms; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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 exposure to wet, humid conditions (non-weather) and occasionally requires working in high, precarious places, 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).

Special Requirements

Obtain Virginia Department of Housing & Community Development Residential Building, Electrical, Mechanical, and Plumbing certifications within Eighteen months of hire.

Obtain Virginia Department of Housing & Community Development Commercial Building, Electrical, Mechanical, and Plumbing certifications within three years of hire.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 6/8/2019