



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF BUILDING INSPECTIONS**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Plan Reviewer II</b>
<b>Position Class:</b>	Technical
<b>Pay Grade:</b>	N15
<b>Exempt Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$43,218 – \$69,149

**GENERAL DESCRIPTION:**

Under general supervision from the Building Official, performs complex and detailed inspections and plan reviews of residential and commercial construction enforcing compliance with the Virginia Uniform Statewide Building Code, county code, and other related codes.

**ESSENTIAL FUNCTIONS:**

- Performs technical review of construction plans to determine and assure compliance with building, fire, plumbing, mechanical, electrical, energy conservation, accessibility, and related construction codes and regulations.
- Performs on-site inspections of residential, commercial, industrial and accessory structures at various stages of construction to determine and assure compliance with building, fire, plumbing, mechanical, electrical, energy conservation, accessibility, and related construction codes and regulations.
- Provides information and technical assistance related to building codes, construction issues, and county administrative procedures to the public, developers, architects, engineers, and contractors.
- Documents results of inspections and other events or activities and maintains building permit and plans records.
- Issues notices of violation and stop work orders for code violations; pursues other legal remedies, as necessary, to stop violations; testifies in court in code violation cases as necessary.
- Responds to citizen complaints of code violations; inspects and verifies compliance or non-compliance with applicable codes.
- Issues Certificates of Occupancy.
- Prepares correspondence to clarify policy, notices of violation, and plan review comments.
- Provides technical assistance to other staff.

- Performs routine office tasks, such as typing, filing, faxing, phoning and copying.
- Performs other duties as required by the Building Official.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of a combination of electrical, plumbing, mechanical, and building practices, procedures, methods, materials and equipment.
- Working knowledge of applicable state and local codes.
- Skill in accurately reading and interpreting blueprints, drawings, plans, specifications, and engineer reports.
- Skill in performing accurate inspections and detecting code violations during various phases of construction.
- Skill interpreting codes.
- Skill in prioritizing and utilizing effective time management.
- Skill in operating a computer.
- Ability to understand and apply codes, standards, and regulations.
- Ability to write clearly and concisely.
- Ability to handle stressful situations associated with code enforcement.
- Ability to execute independent judgement in determining code compliance and general safety.
- Ability to operate a motor vehicle and travel to numerous sites each day, in all weather conditions.
- Ability to physically conduct inspections, which may require lifting, bending, and climbing in all weather conditions.
- Ability to work independently in the field with no supervisor.
- Ability to communicate effectively and tactfully, both orally and in writing.
- Ability to maintain effective working relationships with building owners and contractors.
- Ability to deal courteously and effectively with the public.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Possession of a high school diploma or GED equivalent with at least (5) years' experience in the construction field, or any combination of training and experience which provides the required knowledge, skills, and abilities.

**OTHER POSTION REQUIREMENTS:**

- Must possess and maintain Virginia Driver's License.
- Must have ability to obtain and possess both Combination Residential and Combination Commercial Certifications as required by the Virginia Department of Housing and Community Development.
- Must maintain certificates in accordance with Virginia Department of Housing and Community Development.

## **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

---

*The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.*