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**Building Inspector / Code Enforcement Officer**

Pay Band 3

FLSA – Non-exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: No

**WE VALUE**

TRUSTWORTHINESS

OPENESS

THE HIGHEST ETHICS

EFFICIENT STEWARDSHIP

KNOWLEDGE

COLLABORATION

SERVICE

PEOPLE

General Service Areas/Conditions: Work is performed both indoors and outdoors. Must be able to tolerate extreme weather conditions. And physical activity such as walking/hiking on various types of terrain. Ability to occasionally lift and/or move up to 50 lbs.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

Performs with excellence, the following tasks, including but not limited to:

- Enforces the provisions of building and inspection codes as provided in the Virginia Uniform Statewide Building Code and local ordinances;
- Comprehends, interprets, and enforces state and local building codes, zoning and subdivision ordinances; erosion and sediment control ordinances;
- Visually reviews plans for all types of structures to insure compliance with the various building codes;
- Independently inspects new and/or existing or additions/alterations to existing structures and keeps records of all inspections;
- Assists the public calling or visiting the office, provides permit application information and issues permits;
- Works with utility service companies to provide service to inspected structures which meet applicable code requirements;
- Possesses the required knowledge, skills and abilities to operate computer system;
- Prepares and presents cases in court for violation of applicable codes;
- Responsible for the maintenance, care and cleanliness of all vehicles assigned to you;

**Qualifications:**

- Education: Requires two (2) years of college or graduation from a business college, plus additional college level course work in related programs;
- Experience: Requires three (3) years of experience and general knowledge in at least one building trade or construction related field
- Additional education and/or training may be substituted where applicable.
- Complete the core module training and be certified as an Inspector in at least one trade area within 18 months after date of employment
- Continue training in trades and specialty areas as directed by Building Official and Department Head.
- Desired: Experience as a Combination Inspector, zoning official, erosion and sediment control inspector with state certifications;
- Desired: Additional college level work in Engineering, Building Codes and/or Building trades highly preferred.

**Core Skill Sets:**

- Working knowledge of building codes and building construction techniques/methods;
- Working knowledge of Campbell County Codes and utilization of County Code Book;
- Ability to comprehend and interpret blueprints and building plans and recommend corrective measures for inadequacies in planned or existing structures;
- Ability to work with co-workers, related agencies and the public under stressful conditions;
- Ability to physically be able to climb stairs or crawl in low or confined areas for the purpose of making inspections without assistance;
- Must have a legible handwriting;
- Must attend all mandatory code training and code change update seminars to remain certified;
- General understanding and ability to utilize the County's adopted software platform.

**Code Enforcement Officer Level II**

Pay Band 3

FLSA – Non-exempt

Reports to: Full-Time staff as assigned  
Staff Supervisory Responsibility: No

In addition to all items above:

- 1 additional year of related experience in building construction
- 6 months experience as a Code Enforcement Officer, Level I
- Certification as an Inspector in at least two of the following trades as agreed upon by the Building Official and Department Head.
  - Electrical Inspector
  - Mechanical Inspector
  - Plumbing Inspector
  - Building Inspector
  - Fire Inspector
  - Amusement Device Inspector
  - Erosion & Sediment Control Inspector, Plans Reviewer, or Combined Administrator
  - Certified Zoning Officer (or Administrator)

Pay Band 3

FLSA – Non-exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: No

In addition to all items above:

- Bachelor's degree
- 1 additional year of related experience in building construction

**Code Enforcement Officer Level IV  
(Assistant Building Official)**

Pay Band 3

FLSA – Non-exempt

Reports to: Full-Time staff as assigned  
Staff Supervisory Responsibility: No

In addition to all items above:

- Be a Certified Building Official