

Building Code Inspector (I, II, III or IV)

An Overview

The City of Alexandria's Code Administration team is looking to hire a Building Code Inspector I, II, III or IV. The positional level that the selected candidate will be classified as will be commensurate to the attributes displayed in their application.

As a Code Inspector I, the selected candidate will perform entry-level code inspection related work; and as a Code Inspector II, III and IV, the candidate will perform developmental and advanced level code inspection work where the incumbent begins to apply basic code inspection related principles and techniques. You will have the opportunity to learn about our community by working in the field. This position is part of a career ladder.

The Opportunity

- Performs Code Inspector in accordance with the USBC;
- Assists other staff by researching specific provisions of codes, ordinances, and related City policies;
- Assists in the development of technical training concerning applicable codes, ordinances, policies, and regulatory requirements;
- Reviews construction documents with contractors, homeowners, architects, and engineers regarding the requirements of the USBC, related construction practices, industry, and maintenance standards;
- Conducts research, as needed, and evaluates equipment, materials, and construction assemblies for compliance with USBC requirements;
- Reviews and approves third party and special inspection quality control reports in compliance with the USBC and the City of Alexandria Special Inspections Program;
- Addresses complaints, communicates abatement action, and provides required follow up;
- Identifies and documents illegal construction and prepares violation notification and corrective direction;
- Operates and maintains a City vehicle and all other issued equipment;
- Attends training to maintain continuous education and certification requirements as required by the Virginia Department of Housing and Community Development and the Department of Code Administration;
- Maintains a current knowledge of City and department policies, procedures and guidelines;
- Attends meetings and testifies in court, as required.

The Ideal Candidate

Code Inspector I

To qualify for the Code Inspector I position, do you possess at least three (3) years of experience in construction or a construction related field; or have an associate's degree in engineering, architecture, building construction or related field with at least one (1) year of experience in a construction related field

Code Inspector II

To qualify for the Code Inspector II position, do you possess at least four (4) years of experience in construction or a construction related field; or have an associate's degree in engineering, architecture, building construction or related field with at least two (2) years of experience in a construction related field; or have a bachelor's degree in engineering, architecture, building construction with at least one (1) year of experience in a construction related field

Code Inspector III

To qualify for the Code Inspector III position, do you possess at least five (5) years of experience in construction or a construction related field; or have an associate's degree in engineering, architecture, building construction or related field with at least three (3) years of experience in a construction related field; or have a bachelor's degree in engineering, architecture, building construction with at least one (1) year of experience in a construction related field

Code Inspector IV

To qualify for the Code Inspector IV position, do you possess at least seven (7) years of experience in construction or a construction related field; or have an associate's degree in engineering, architecture, building construction or related field with at least five (5) years of experience in a construction related field; or have a bachelor's degree in engineering, architecture, building construction with at least three (3) years of experience in a construction related field

All candidates must have a valid driver's license, and selected candidate must meet active City of Alexandria Code Inspector Career Ladder requirements, per the positional level that the selected candidate will be classified, within the probationary period of twelve (12) months after their original appointment.

The ideal candidate must have knowledge of the USBC reference standards and codes and City of Alexandria ordinances which apply to building construction or the ability to readily acquire such knowledge. The ideal candidate must have the ability to read and interpret plans in terms of

architectural, structural, electrical, mechanical, fire protection, and plumbing disciplines. Working in a team environment and fostering a positive working atmosphere with internal and external customers is equally as essential.

About the Department

The City of Alexandria's Department of Code Administration's focus is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

Notes:

NOTES

1) In order to advance to the next career ladder level, a portfolio of work clearly demonstrating ability to perform work at next level shall be submitted to the Director or designee for review and approval