



**ISLE OF WIGHT COUNTY**  
invites applications for the position of:

## Codes Compliance Inspector I

**SALARY:** \$36,866.00 - \$47,926.00 Annually

**OPENING DATE:** 01/28/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Isle of Wight County is currently recruiting for a Codes Compliance Inspector with the Department of Public Utilities. The incumbent under general supervision, implements and administers the County's Backflow Prevention and Cross Connection Control and FOG (fats, oils and greases) programs.

**EXAMPLES OF DUTIES:**

- Schedules and conducts inspections of buildings and construction sites and enforces codes pertaining to public water service;
- Identifies noncompliance and prepares reports of findings, recommendations, and results;
- Prepares letters of noncompliance for the property owner and/or the contractor;
- Reviews and approves plans and specifications for building construction, repair, and modification related to backflow prevention compliance;
- Meets with the architects, engineers, contractors, owners, and homeowners to discuss permits, building plans, and related activities related to backflow prevention compliance;
- Enforces backflow prevention regulations and identifies noncompliance, provides explanation, interpretation, and information to persons with related questions, issues, or problems;
- Receives and investigates complaints regarding potential code violations;
- Performs a variety of administrative duties associated with assigned programs to include processing paperwork, developing correspondence, and maintaining records;
- Performs other related duties as assigned
- Inspects water system installations to protect the County's public water supply from contamination
- Implements, administers and maintains an ongoing Backflow Prevention and Cross Connection Program to protect County potable water systems.
- Coordinates, schedules and conducts cross connection surveys of the potable water systems.
- Inspects food service establishments (FSE) for compliance to the County's FOG program. Maintains FSE database and provides recommended actions for FOG related complaints and blockages.
- Investigates FOG related complaints and blockages.
- Educates kitchen staff and owner/managers on proper disposal and handling of FOG and discusses any non-compliance issues with the owner/manager.
- Prepares and issues enforcement notices of noncompliance and notices of violations.
- Reviews construction plans/submittals and makes recommendations; provides information and assistance to other departments, contractors, engineers, and the general public.

- Performs a variety of administrative duties associated with assigned programs to include processing paperwork, developing correspondence, and maintaining records.
- Plans and participates in County events to educate the general public regarding backflow, cross connection and FOG.
- Coordinates with the Virginia Department of Health.
- Provides general support to Public Utilities staff.
- Job duties may include any of the duties listed above, depending upon the incumbent's functional assignment. This is not an exhaustive list of job duties, but a representative sample of the type and level of work that is expected in this position.

**PHYSICAL DEMANDS**

The work is medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the use of fingers, balancing, climbing, crawling, crouching, grasping, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, stooping, visual acuity, and talking.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

Requires a High School Diploma/ GED, and three (3) years of work experience.

**Licenses or Certifications:**

Must have, or obtain within 1 year of employment, a Backflow Prevention Device Tester License.

**SUPPLEMENTAL INFORMATION:**

Position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.isle-of-wight.va.us/>

17090 Monument Circle, Suite 108  
Isle of Wight, VA 23397  
(757) 357-6656

[hrdept@isleofwightus.net](mailto:hrdept@isleofwightus.net)

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Position #1  
CODES COMPLIANCE INSPECTOR I  
CV