



ASSISTANT CHIEF BUILDING OFFICIAL

Hiring Range is \$85,827.00 - \$115,872.00 Annually

General Description: This is an executive level professional position. The incumbent performs complex administrative and technical tasks to assist with the implementation and enforcement of the Hanover County Code of Ordinances, Virginia Uniform Statewide Building Code (VUSBC) and related laws and ordinances.

Organization: The Assistant Chief Building Official reports to the Chief Building Official and supervises ten (10) Building Inspectors. The incumbent has indirect supervisory responsibility for all employees in the Department.

Essential Functions:

- Receives and responds to inquiries and complaints regarding construction-related matters. Represents the department in court proceedings.
- Acts for chief building official in incumbent's absence.
- Assists chief building official with department administrative matters, including staff recruitment, budget and policy development.
- Represent the department in the code development process through interaction with the Department of Housing and Community Development and professional organizations.
- Reviews plans and submittal documents for conformance with the VUSBC.
- Oversee department acquisitions and maintain necessary supplies in conjunction with the Chief Building Official and Administrative Assistant.
- Performs field inspections to ensure compliance with the VUSBC, approved construction documents and manufacturer's specifications.
- Oversee the amusement device inspections program and property maintenance program.
- Administer the department safety program.
- Actively evaluate performance of inspection staff to ensure consistency in enforcement of the VUSBC.
- Evaluate requests for code modifications.
- Performs related work as assigned.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or contact us at (804) 365-6075.