PROPERTY MAINTENANCE CODE INSPECTOR (I, II or III)

An Overview

The City of Alexandria's Code Administration team is looking to hire a **Property Maintenance Code Inspector I, II or III.** 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 and the work is performed under the general supervision of the Property Maintenance Manager.

The Opportunity

- Performs entry level work and develops skills in code inspections in accordance with the USBC; and all the duties of a Code Inspector I as applicable;
- Assists staff by researching specific code provisions, ordinances, and related city policies;
- Addresses complaints, communicates abatement action, and provides required follow up;
- Enters inspection data, results and reports into an automated database, prepares violation notification and corrective direction;
- Operates and maintains a City vehicle and all other issued equipment;
- Manages inspection schedule and maintains inspection reports;
- Attends community meetings and testifies in court, as required;
- Follows established industry safety guidelines and practices, and utilizes necessary safety equipment;
- Attends training to earn and 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, all candidates must possess three years of experience in the construction or construction related field; or any equivalent combination of education, training and experience or an associate degree in engineering, architecture, building construction or related field with 1 year of experience in a construction related field.

Code Inspector II

To qualify for the Code Inspector II, you must have four years of experience in the construction or construction inspection related field; or any equivalent combination of education, training and experience or an associate degree in engineering, architecture, building construction or related field with 2 years of experience in a construction related field or a bachelor's degree in engineering, architecture, building construction or related field.

Code Inspector III

To qualify for the Code Inspector III, you must have five years of experience in construction, or a construction related field; or any equivalent combination of education, training and experience or an associate degree in engineering, architecture, building construction or related field with 3 years of experience in a construction related field or a bachelor's degree in in engineering, architecture, building construction with 1 year 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 be able to perform daily proactive field inspections, respond to service requests and complaints from members of the community to ensure compliance with the Virginia Maintenance Code and Alexandria's Code of Ordinances. Work assignments are of a gradually increasing complexity and require application of accepted code inspection knowledge and techniques; and must perform related work as required.

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:

Successful completion of the following within the employee's probationary period of twelve (12) months after their original appointment:

Complete the Virginia Building Code Academy (VBCA) Core Module

Complete the Virginia Building Code Academy Property Maintenance Inspection Module

Obtain the ICC Property Maintenance Inspector certification

Obtain the ICC or VAZO Zoning Inspector certification

Virginia Department of Housing and Community Development (DHCD) Code Inspector I, II, III and/or International Code Council (ICC) certifications and requirements as prescribed in the current "Code Inspector Career Ladder Matrix".