

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

An Overview

The **Code Inspector – Building (I, II, III or IV)** are part of a career ladder with increasing responsibilities. As a Code Inspector I, you will perform entry-level code inspection related work.

As a Building Code Inspector I, the selected candidate will perform entry-level commercial and residential building construction 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 Inspection 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

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.

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 within the probationary period of twelve (12) months after their original appointment.

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](#).

ADDITIONAL REQUIREMENTS:

Successful completion of the following within 12 months after original appointment:

- Virginia Building Code Academy (VBCA) Core Module;
- Virginia Department of Housing and Community Development (DHCD) Code Inspector I and/or International Code Council (ICC) certifications and requirements as prescribed in the current "Code Inspector Career Ladder Matrix".

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".

NOTES:

- 1) Refer to Department of Housing & Community Development (DHCD) and International Code Council (ICC) for current certification requirements
- 2) 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

Minimum & Additional Requirements

Physical Requirements:

The following physical requirements are performed with or without reasonable accommodation:

- Ability to lift 50 pounds with assistance
- Ability to operate keyboard driven equipment
- Ability to Work in adverse weather
- Ability to climb step ladder and ladders up to 40 feet with required safety equipment
- Ability to crawl, crouch, stoop, and work in uncomfortable conditions
- Ability to climb multiple levels of stairs
- Ability to reach with arms extended above the head
- Ability to go up and down steep inclines.

Preferred

- A certified and practicing Commercial Building Inspector
- Residential Combination – Building Electrical, Mechanical and Plumbing Inspector
- Ability to walk and adequately maneuver in an outside/inside environment.