



COUNTY OF LANCASTER

FOUNDED 1651 IN VIRGINIA

**LANCASTER COURTHOUSE
8311 MARY BALL ROAD
LANCASTER, VIRGINIA 22503**

**804-462-5129
804-462-0031 (FAX)
www.lancova.com**

Don G. Gill
County Administrator

BOARD OF SUPERVISORS

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EMPLOYMENT OPPORTUNITY BUILDING OFFICIAL

Lancaster County is seeking applicants for the position of Building Official. Duties include inspecting construction, electrical, plumbing and mechanical work in commercial and residential structures (inspections are performed under the authority of the Virginia Uniform Statewide Building Code); reviewing plans for new construction and rehabilitation of existing structures and issuing certificates of occupancy; office management including taking permit applications, issuing permits, maintaining records, making computer entries, writing professional letters and communicating with the public via telephone, email and in the office; routine maintenance of county-owned property; assisting during county emergency situations and other duties as assigned. Normal working hours are 9 AM to 5 PM Monday through Friday, excluding holidays.

Requirements include a high school diploma or GED, Virginia driver's license with a good driving record; satisfactory criminal history background check; 5 years' experience in the construction trades or education equivalent to experience as noted in the Virginia Uniform Statewide Building Code; and future satisfactory completion of courses at the Virginia Building Code Academy. Preferred - post secondary courses or degree in a construction related field, Virginia certification as a Building Official and/or one or more construction related disciplines and previous experience in code enforcement. The selected applicant must obtain the Virginia Building Official certification within one year of employment.

This is a full-time position with benefits. Salary commensurate with experience. Lancaster County is an equal opportunity employer. Contact the county administration office at 8311 Mary Ball Road, Lancaster, VA 22503, 804-462-5129, FAX 804-462-0031 or our website www.lancova.com for a detailed job description and application. Resumes are welcome, but must be accompanied by a county employment application. Applications should be sent to the aforementioned address, Attention: Don G. Gill, County Administrator and must be received by 5 PM on Tuesday, July 6, 2021. Interviews are expected to begin mid-July 2021, but the position remains open until filled.