

# WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION



## Position Description:

**Job Title:** Building Official

**Department:** Community Development

**Supervised by:** Director of Community Development

**Revised Date:** June 25, 2021

**Title:** Building Official

**Department/Division:** Community Development/County Administration

### Nature of Work:

- Acts as County Building Official and is responsible for administration and enforcement of the adopted Virginia Uniform Statewide building codes and related codes of the County, as well as the issuance of building and related permits. Assists with construction project oversight and management services and assistance for both County projects and projects involving County agencies as directed by the Director of Community Development.

### Essential Duties:

- Review Building Permit Applications & Investigate Complaints: Examines building permit applications and supporting data, and issues various types of building, electrical, mechanical, plumbing and zoning permits required for the construction, renovation, and demolition of sites, buildings, and structures in the County. Interpret and convey the building and related codes to contractors and other interested persons. Investigate complaints of code violations and takes appropriate action as necessary to enforce compliance. Reviews work of County Building Inspectors and perform field inspections as necessary of buildings and structures under construction for code compliance purposes. Develops implements and maintains adequate record keeping for all code-related activities.
- Administrative Duties: Performs administrative duties required for the operation of the department.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Community Development Department.
- Perform other Duties as Required

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## **Job Requirements Needed:**

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of standard office practices, procedures, equipment, and office management techniques.
- Skill in communicating and presenting a positive, professional image of County services. Ability to work cooperatively as a member of a service oriented team and establish effective working relationships with employees and the public.
- Thorough knowledge of various codes relating to building construction, electrical, mechanical and plumbing. Ability to establish and maintain effective working relationships with contractors and to read and interpret construction plans and blueprints.
- Specific knowledge of local, state and federal ordinances, laws, requirements and regulations relating to erosion and sediment control, floodplain and storm water management.
- Proficiency with data processing and database including: Microsoft Word, Excel, Adobe PDF and Outlook. Position will interface with a variety of computer-based technology applications and will be expected to develop/maintain a fundamental understanding of such technologies and their application to departmental goals and objectives.
- Position will be expected to fulfill responsibilities with no or limited clerical assistance.
- Minimum of 5 years of building experience as a building, fire or trade inspector, contractor, housing inspector or superintendent of building, fire or trade construction. Any combination of work experiences that would confer equivalent knowledge and ability shall satisfy this requirement. Must have current ICC Certified Building Official Certificate indicating satisfactory completion of the advanced official module and/or other training as required by the Virginia Department of Housing and Community Development for local building officials within the time period specified by regulation after start of employment.
- In addition to the above, must have current or shall obtain the following Certificates within 3 years of employment: Certified Combined Administrator Certificate from the Virginia Department of Conservation and Recreation pursuant to Virginia Erosion and Sediment Control Law and applicable regulations and Amusement Device Inspector Certificate from the Virginia Department of Housing and Community Development. Note: Failure to obtain/maintain required certifications is grounds for termination of employment; regulatory or 3 year time period to obtain initial certifications may be extended by the County Administrator with adequate progress and with the concurrence/consent of the appropriate regulatory agency(ies).
- This position will be the Appointed Building Official for the County.