



## SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Building Official to serve in a dual county capacity between Surry County and Sussex County. Work will be performed under the supervision of the Director of Planning and Community Development and will include the following typical tasks:

Performs difficult advanced technical and administrative work planning, coordinating, supervising and participating in building, electrical, mechanical and plumbing inspection activities, reviewing plans, issuing permits, maintaining records and files, preparing reports. Departmental supervision is exercised over all personnel within the department.

### **Essential Functions**

- Plans, coordinates, supervises and participates in building, electrical, mechanical and plumbing inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and alteration of buildings within the County;
- Oversees and supervises daily departmental operations, assigns, directs, trains and inspects the work of staff, rewards, disciplines, coaches, counsels and evaluates staff performance, develops staff schedules and recommends hiring, transfer, promotion, suspension, termination or demotion;
- Prepares the annual departmental budget, controls the expenditure of departmental fund allocations within the constraints of approved budgets and conducts fee studies to ensure that assessed fees are sufficient to cover the department budget;
- Reviews building plans and applications for compliance with applicable codes and issues permits, reviews and approves construction plans and specifications, condemns buildings and reviews building sites prior to construction;
- Issues, reviews and revokes building permits, issues demolition permits and calculates fees;
- Enforces State and local building and codes, issues stop work orders and pursues other legal remedies, as necessary, to stop violations, prepares complaints for legal action and testifies in court, as necessary;
- Attends and participates in meetings and prepares correspondence to inform builders and contractors of code changes and violations at construction sites;
- Reviews and studies building code regulations to stay informed of changes in building codes and ordinances and completes necessary classes to maintain required inspection certification;
- Directs the maintenance of a variety of records through clerical staff and compiles information and prepares a variety of reports;
- Receives and investigates complaints regarding inspection and/or construction activities and takes appropriate action;
- Receives and responds to inquiries, concerns and disputes and mediates disputes between the department and contractors, engineers and property owners; and
- Other duties as assigned.

Knowledge of the principles and practices of building, electrical, plumbing, mechanical inspection; knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan, direct and coordinate the various phases of inspection services; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form with firmness and tact in enforcing building codes; and ability to establish and maintain effective working relationships with builders, contractors, associates, elected officials and the general public.

Bachelor's degree in a related field; five (5) years of experience in building, electrical, plumbing and mechanical codes enforcement and inspections work; or equivalent training, education and/or experience; possession of state certification in building, plumbing, electrical, mechanical and residential inspections; possession of or ability to acquire certification as a Building Official or a Professional Code Administrator within two years of employment; and Valid driver's license in the Commonwealth of Virginia.

Position open until filled

**Surry County Administrator's Office**  
**Attn: HR Department**  
**45 School Street**  
**Surry, Virginia 23883**  
**(757) 294-5271**

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: [www.surrycountyva.gov](http://www.surrycountyva.gov). The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITIES EMPLOYER**