



JOB POSTING

September 16, 2021

Building Inspector/Rehab Specialist

Greenville County is accepting applications for an opening in its Building Inspections Department. The Greenville County Building Inspector/Rehab Specialist performs intermediate technical work in the inspection of all phases of building construction; and does related work as required. The work is performed under regular supervision of the Building/Fire Code Administrator.

The individual performs field inspections and re-inspections of residential, commercial and industrial facilities for compliance with building, plumbing, electrical and mechanical codes and maintains records, files and prepares reports.

Education: A combination of education and experience equivalent to graduation from an accredited community college with an associate's degree in the building trades or related field and five years of experience in the building construction trades. . Background check with law enforcement is required.

Special Licenses/Certifications: Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of one and two family dwelling inspector certificate. Possession of property maintenance inspection certificate. Possession of Lead Based Paint Inspector and Risk Assessor Certifications. Certification as a Rehab Specialist and a building code technical assistant. Certification to perform storm-water management and erosion sediment control inspections.

PLEASE SUBMIT COUNTY APPLICATION, A RESUME AND COVER LETTER TO: Dr. Terry Wood, HR Director, Greenville County, 1781 Greenville County Circle, Emporia, Virginia 23847 or by email to twood@greenvillecountyva.gov. If **ALL** requested documentation is not submitted, applicants will not be considered for the position.

Grade17-Normal Hiring Salary Range: \$47,296 - \$52,206

Closing Date: Open Until Filled

GREENSVILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS. GREENSVILLE COUNTY IS A DRUG-FREE WORKPLACE.

SEE COMPLETE JOB DESCRIPTION BELOW

Job Title: Building Inspector/Rehab Specialist
Department: Building Inspections
Pay Grade: 17

JOB SUMMARY

Performs intermediate technical work in the inspection of all phases of building construction; and does related work as required. Work is performed under regular supervision of the Building/Fire Code Administrator.

ESSENTIAL JOB FUNCTIONS

- Performs field inspections and re-inspections of residential, commercial, and industrial facilities for compliance with building, plumbing, electrical, and mechanical codes; maintains records and files; and prepares reports;
- Takes applications; and reviews plans and specifications for proposed construction projects;
- Performs building, electrical, mechanical, and plumbing inspections; stops construction in the event of code violations; advises on necessary means of meeting code requirements; performs maintenance code inspections; and approves or denies permit applications;
- Assists in property inspections, condemnations, and code enforcement;
- Performs utility inspections;
- Investigates related complaints;
- Reviews information from trade associations, Department of Housing and Community Development, International Building Code, International Residential Code, and other pertinent sources to stay abreast of amendments and interpretations of the Virginia Uniform Statewide Building Code; researches new products and related codes, material costs, and regulation compliance;
- Attends mandatory code change training sessions, Virginia Building Code Academy Classes, Community Development and Block Grant training sessions, and other appropriate training programs necessary to maintain certifications;
- Performs soil erosion and sediment control inspections, and storm-water management inspections;
- Investigates and prepares reports of reported building and maintenance code violations;
- Performs blower door tests; prepares work write-ups, cost estimates, bid packages, and progress inspections; and approves pay requests for grant related projects;
- Performs lead based paint assessments and inspections;
- Ensures appropriate building permit information is entered on computer system;
- Prepares specifications and bid documents for residential utility connections for households which are eligible for Indoor Plumbing Program and Community Development Block Grant assistance;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited community college with an associate's degree in the building trades or related field and five years of experience in the building construction trade.

Special Requirements/ Licenses or Certifications:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of one and two family dwelling inspector certificate. Possession of property maintenance inspection certificate. Possession of Lead Based Paint Inspector and Risk Assessor Certifications. Certification as a Rehab Specialist and a building code technical assistant. Certification to perform storm-water management and erosion sediment control inspections.

Knowledge, Skills and Abilities:

- Thorough knowledge of all types of building construction materials, methods, and stages of construction when possible violations and defects may be most easily observed and corrected.
- Thorough knowledge with State building and related codes, laws, and ordinances.
- Thorough knowledge of Zoning Ordinance provisions.
- Ability to detect poor workmanship, inferior materials, and hazards of fire and collapses;
- Ability to read and interpret plans, specifications, and blueprints accurately and to compare them with construction in process.
- Ability to solve problems within scope of responsibility.
- Ability to establish satisfactory relations with property owners, contractors, and the public.
- Skill in utilizing firmness and tact in enforcing building codes.
- Ability to apply intermediate computer skills in WORD and EXCEL.

DEMANDS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to ten (10) pounds of force constantly to move objects. Work requires climbing, balancing, stooping, reaching, standing, walking, and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for: preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; use of measuring devices; operation of motor vehicles or equipment; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

POSITION CLASSIFICATION

Non-Exempt

Greenville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.

Greenville County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.