



FULL-TIME **BUILDING OFFICIAL**

The County of Prince Edward is now accepting applications for the Building Official. This position requires comprehensive knowledge of the principles and practices of building and trades inspections; knowledge of building, construction and engineering principles and practices; ability to work with engineers, government officials, and the general public; and present facts and recommendations, both orally and in writing. Experience in building code enforcement and inspections work is required. Salary is contingent on job experience. DOQ with excellent benefits. For employment application, including job description, contact the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, P.O. Box 382, Farmville, VA, 23901, TEL: 434-392-8837, or applications may be obtained online at www.co.prince-edward.va.us. Open until filled.

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BUILDING OFFICIAL

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult professional administrative and technical work overseeing the administration of the County's Building Inspections Department and enforcement of the Virginia Uniform Statewide Building Code as adopted by the County of Prince Edward; does related work as required. Responsibilities include, but are not limited by the following: code enforcement, plan review, management, budgeting, planning and reporting. Work is performed under general supervision of County Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspecting structures for compliance with building codes and ordinances; reviewing plans; approving permits; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs field inspections and re-inspections of residential, commercial, industrial and public facilities for compliance with building, zoning, and fire safety code compliance.

- Reviews building plan applications and submittals.
- Reviews building plans and specifications for compliance with codes.
- Oversees building permit issuance and reviews all major permit applications.
- Hears and makes investigations of complaints of inspection activities, takes appropriate action; responds to customer questions.
- Issues certificates of occupancy.
- Approves building permits applications
- Inspects existing buildings for hazardous conditions, structural failures or improper uses.
- Where construction is not being made in compliance with regulations as to methods and/or materials, issues warnings and stop-work order, if necessary.
- Answers questions from citizens, contractors and builders, does basic plan review to determine compliance with codes.
- Confers with contractors and owners on code compliance matters.
- Testifies in court on code violation cases.
- Prepares a variety of reports and correspondence on inspection and code compliance matters, and keeps records regarding inspections.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

The building official shall have general knowledge of sound engineering practice in respect to design and construction of structures, the basic principles of fire prevention, the accepted requirements for means of egress and the installation of elevators and other service equipment necessary for health, safety, and general welfare of the occupants and the public. Comprehensive knowledge of the principles and practices of building, electrical, plumbing, and mechanical code enforcement, State building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to plan and coordinate the various phases of inspection services; ability to establish and maintain effective working relationships with associates, contractors, engineers, government officials and the general public; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing building codes.

EDUCATION AND EXPERIENCE:

The building official shall have at least five years of building experience as a licensed professional engineer or architect, fire or trade inspector, contractor, housing inspector or superintendent of building, fire or trade construction OR at least five years of building experience after obtaining a degree in architecture, or engineering, with at least three years in responsible charge of work. Any combination of education and experience that would confer equivalent knowledge and ability shall be deemed to satisfy this requirement. Meets or eligible to meet the requirements of VAC5-63-50. Prior building inspection/code enforcement experience with a municipality or county government is preferred, but not required.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or

quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects or small parts, use of measuring devices, operation of motor vehicles or equipment, machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. Prince Edward County is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Prince Edward County will provide reasonable accommodations to qualified employees with disabilities.

SPECIAL REQUIREMENTS:

An acting or permanent building official shall be certified as a building official in accordance with the VCS within one year of being appointed. Any acting or permanent building official who is not certified in accordance with VCS shall attend the core module of the Virginia Building Code Academy within 180 days of appointment. Possession of an appropriate driver's license valid in the Commonwealth of Virginia. The Building Official shall obtain and maintain required certifications through the Virginia Building Code Academy as specified and in accordance with the Virginia Uniform Statewide Building Code within one year after being appointed. Must possess, within one (1) year, certification as an amusement device inspector in accordance with the Virginia Certification Standards. Continuing education and periodic training requirements are also required per 13VAC5-21.