

NEW CONSTRUCTION MANAGER (ELECTRICAL)

An Overview

As New Construction Manager – Electrical, you will manage and supervise the Electrical Division and co-supervise the Fire Protection Systems Division of the New Construction Inspection Section of the Department of Code Administration. You will be the voice for the Divisions ensuring that the proper training and tools are available for staff and that our customers receive the highest level of service. You will be responsible for ensuring our inspections are in compliance with the Alexandria City Code, The Code of Virginia, internal policies and procedures, the Virginia Uniformed Statewide Building Code, and applicable NFPA Standards. This work is performed under the general supervision of the Deputy Building Official.

The Opportunity

- Provides supervision, daily guidance, mentoring, and direction to the New Construction Inspection Team members and/or processes;
- As part of the Management Team, assist in the supervision, daily guidance, mentoring, and direction to the Code Administration Team members;
- Assists code inspectors and senior management, and customers by researching specific provisions of codes, ordinances, and related city policies;
- Develops and implements training regarding applicable codes, ordinances, policies, and regulatory requirements;
- Develops department business operations, policies, and customer service requirements;
- Conducts daily inspection of work constructed under the VEBC and VCC;
- Reviews construction documents with customers regarding the requirements of the USBC, related construction and maintenance practices, and industry standards;
- Conducts research, as needed, and evaluates equipment, materials, and construction assemblies for compliance with USBC requirements and industry standards;
- Reviews and approves third party and special inspection quality control reports;
- Operates and maintains a City vehicle and all other issued equipment;
- Attends training to maintain continuous education and certification requirements as required by the Virginia Department of Housing and Community Development and the Department of Code Administration;
- Maintains a current knowledge of City and department policies, procedures and guidelines;
- Assigns equipment and vehicles to inspectors and makes sure that they are maintained/accounted for;
- Receives and reviews daily inspection reports; communicates with permit holders regarding code violations and advising the required corrective action necessary to abate the violation; compiles statistical data for reports as directed;
- Develops, implements, and conducts instruction on technical training programs; which includes cross-training in other building disciplines and training required for professional development and customer service;
- Review the construction and inspection work performance regarding quality and quantity of

- work performed by inspection teams; make on-site visits to assist during construction;
- Educates inspectors and the public about the policies, procedures, and good construction practices as they relate to construction activities and safe buildings through inspection performed;
 - Informs the Deputy Building Official of problems, operational procedure issues, unusual activity fluctuations, staffing and training needs, and other related activities involving staff or construction projects and provides options for solutions;
 - Instructs inspectors in proper use of governing codes and significant changes;
 - Instructs customers in proper installations and code interpretations as related to the work in progress; resolves code related disputes;
 - Assists inspectors in the enforcement of applicable code provisions and performs inspections that contain complex features;
 - Manages Third Party and Special Inspection programs as assigned;
 - Coordinates with other City and state agencies regarding inspection issues and Certificate of Occupancy issuance;
 - Demonstrates the ability of use electronic tools and software for inspection management, report writing, and suggest improvements to existing and/or future systems;
 - Assists the Permit Center with plan reviews when needed or assigned;
 - Performs related work as required.

The Ideal Candidate

As a New Construction Manager – Electrical, you will need thorough knowledge of common methods and equipment used in building construction and inspection methods used to inspect such work; thorough knowledge of the Virginia Uniform Statewide Building Code (VUSBC) and applicable referenced standards; ability to interpret plans in terms of architectural, structural, electrical, mechanical, fire protection and plumbing disciplines; ability to work in a team environment and foster a positive work atmosphere; ability to establish and maintain effective working relationships with design and construction professionals, the public, and City staff; ability to prepare technical reports and to present findings in a clear and concise format; ability to collect and interpret technical data; ability to relate complex plans to construction in progress; ability to communicate clearly and effectively, both in verbal and written form; ability to apply the legal aspects of code administration and building regulations; ability to read, comprehend, interpret, and apply the administrative provision of the VCC; ability to bring multi-departments and customers together to keep construction projects on track; ability to apply knowledge of information technology tools to enhance customer service and service delivery.

About the Department

The City of Alexandria's [Department of Code Administration](#)'s focus is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

Minimum Requirements:

To qualify for the New Construction Manager –Electrical you must have any combination of education, training, and experience equivalent to:

- 1) Two-year college degree in engineering, architecture, building construction public administration, construction technology or related field or hold a current Tradesman license from the Virginia Department of Professional and Occupational Regulation (DPOR); or
- 2) Five years of experience performing at the full performance level code inspection work in the primary discipline(s) assigned; building, electrical, fire protection, mechanical, plumbing, and/or energy

Additional Requirements:

Candidates must have at the time of employment the certification requirements of the Code Inspector II * classification or national equivalent with all inspection certifications in the primary trade(s) assigned.

* Completion of Virginia Department of Housing and Community Development (DHCD) and/or International Code Council (ICC) Code Inspector II certifications and requirements as prescribed in the current "Code Inspector Career Ladder Matrix."

Successful completion of the following within 12 months after original appointment:

- Virginia Advance Official Module

The following must be obtained within two years of employment:

- Virginia DHCD Amusement Device Inspector

The following must be obtained within five years of employment:

- ICC Certified Building Official

This position is considered "Essential Personnel" as defined by AR 6-32

3) Ability to work outside the normal work schedule for special assignments that include, but not limited to, community meetings, call back inspections, emergencies, power/and or water restorations.

Preferred Qualifications:

A certified combination – building, electrical, fire protection, mechanical and plumbing - inspector, with extensive experience supervising inspection operations.