



Northampton County is accepting applications for a full-time **Building and Code Compliance Inspector**. The essential function of this position is to perform building inspections and enforce ordinances for abandoned cars, grass complaints, dangerous structures, and solid waste. Provides customer service and clerical duties.

Requires high school diploma or GED, supplemented by one year of experience in building construction. Experience as a building inspector or property maintenance inspector is desired.

Requires valid Virginia Driver's License.

Excellent communication skills are essential. The minimum salary for this position is \$33,157 plus benefits.

Please submit completed County application form with cover letter to Human Resources. **Position is open until filled.** Northampton County is an EOE.

JOB SUMMARY

Provide customer service to the public pertaining to code inspections, enforcement of municipal codes and building permits. The position is responsible for and enforces violations of inoperable vehicles, grass complaints, solid waste and performing building inspection and reviewing construction plans.

ESSENTIAL JOB FUNCTIONS:

- Performs inspections for compliance with County municipal codes; resolves non-compliance issues, and/or issues citations to violators; performs follow-up inspections to ensure implementation of corrective measures.

- Performs on-site visits to properties regarding code complaints; issues citations as required.

- Inspects construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes.

- Provide assistance and recommendations of alternate methods of construction to meet the intent of each related code.

- Review assigned construction plans and engineering calculations for structural, mechanical, and architectural components to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each code.

- Conduct building damage assessment inspections.

- Performs clerical tasks, including answering and returning telephone calls, completing written documentation of activities, record-keeping in New World software, and composing correspondence to code violators.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires High school diploma or GED.
- Requires one (1) year of related experience.

Licenses, Certifications or Registrations:

- Virginia Department of Housing and Community Development Inspector Certifications (Residential and Property Maintenance) within two years of employment.

Knowledge, Skills and Abilities:

1. Knowledge of Building, Plumbing, Mechanical, Fire, County and State Codes
2. Knowledge of construction terminology
3. Ability to operate a personal computer and various computer software

PHYSICAL DEMANDS:

Requires standing or walking for brief periods and some dexterity in operating machines, tools, or office equipment. Physical ability to climb up to roof-tops, crawl under buildings in order to perform complete inspections.

WORK ENVIRONMENT:

Office work is performed in a safe and secure work environment that may periodically have unpredictable requirements or demands. Field work involves being exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, moving mechanical parts, electrical shock, heights, traffic and animals/wildlife.