

Building Official / Property Maintenance Official

The County of Craig is seeking an experienced individual to serve as combined Building Official and Property Maintenance Official.

Working in the County Administrators Office, this individual is responsible for the construction permitting and inspection process, property maintenance code enforcement program, and zoning inspections. The successful candidate will perform complex supervisory and technical work managing the Department by administering and enforcing the Virginia Uniform Statewide Building Code (USBC), Commercial and Residential International Building Codes (IBC), Virginia maintenance codes, County floodplain ordinance, and FEMA Community Rating System (CRS) program. Reports to County Administrator. Also, responsible for the safety and maintenance of County buildings and property. He/she will interact daily with the public and County staff.

He/she must have at least five years of experience in building inspections, construction, engineering, or a similar field. High school diploma or GED; five years of experience in construction trades and two years of experience as a building inspector; or an equivalent combination of training and experience. Possession of certification from the Virginia Board of Housing and Community Development as a Combination Inspector or a minimum of four certifications in building, plumbing, mechanical and electrical inspections. Possession of or ability to obtain Erosion and Sediment Control Inspector certification.

Salary depends on qualifications; the County offers a generous benefit package for all full-time employees. Normal working hours are 7:30AM to 5:30PM, Monday thru Thursday, Excluding Holidays.

This is a Full-Time position. However, will consider Permanent Part Time (3 Days / Week). While the position is open until filled, review of applications will begin February 28, 2023.

Contact Amy Bryson at the County Administration Office, 108 Court Street, New Castle, VA 24127, 540-864-5010 for a complete Job Description and Virginia Employment Application or see our website at CraigCountyVA.gov. Resumes are welcome but must be accompanied by a County Employment Application. To apply, submit a resume and application to R.R. Dan Collins, County Administrator:

E-Mail: dcollins@craigcountyva.gov

US Mail: County of Craig
P.O. Box 308
New Castle, VA 24127

- **Job Deadline:** Monday, February 28, 2023
- **Position Type:** Full Time - OR Permanent Part Time (3 Days / Week)
- **Salary:** Range: \$60,200 - \$66,630
- **Benefits:** Yes, Full Benefits (Full Time Employees)
- **Job Category:** Building Inspection / Code Enforcement
- **Job Location:** New Castle, Virginia
- **County:** County of Craig

JOB DESCRIPTION

BUILDING OFFICIAL/PROPERTY MAINTENANCE OFFICIAL

General Purpose

This position is the County's Building Official and Property Maintenance Code Official. Under general supervision, he/she inspects residential, commercial, and industrial properties to ensure compliance with the currently adopted building code and other applicable ordinances. This position is a salaried position and is Fair Labor Standards Act (FLSA) exempt.

Duties

- Provides information and assistance to the public regarding code compliance and construction.
- Issues construction, remodeling, and demolition permits and maintains accurate records.
- Performs inspection of construction, remodeling, and demolition work and maintains accurate inspection reports and associated records.
- Reviews building, and site plans and communicates comments to applicant prior to issuance of building permit.
- Coordinates third-party plan review and/or inspections for construction types he/she is not qualified to review or inspect.
- Issues correction notices and stop work orders, if necessary, when construction is not being completed in compliance with regulations (regarding methods and/or materials).
- Achieve and maintain full certification through DHCD as Building Official and Property Maintenance Official by attending required continuing education.
- Achieve and maintain full certification through DEQ as Erosion and Sediment Control Program Inspector and Storm Water Program Inspector.
- Assist with inspection of Erosion and Sediment Control and Storm Water Management measures.
- Proactively identify property maintenance violations and pursue compliance.
- Investigate complaints regarding property maintenance violations and pursue compliance.
- Maintains and oversees property maintenance of all County buildings and property.
- Maintains complete documentation and records of property maintenance investigations.
- Performs related duties as required.

Minimum Qualifications

- Minimum of five (5) years of experience in building inspection, construction, electrical or related trades (state requirement)
- Graduation from high school or a GED
- Valid driver's license
- Proficiency in operating computer databases and mobile apps
- Current building code and property maintenance code official certification through DHCD, OR the ability to become certified within two years

Preferred Qualifications

- Experience as a building inspector for a Virginia locality
- Bachelor's Degree
- Erosion and Sediment Control and Storm Water Management Inspector certification through DEQ

Tools & Equipment Used

- Desktop computer and smartphone
- County vehicle
- Working knowledge of insurance industry, public risk management and loss control practices; working knowledge of safety/health, environmental, engineering and loss prevention procedures.
- Ability to analyze and understand safety/health policies and principles; ability to maintain efficient risk management systems and procedures; ability to analyze risks and exposures.
- Lawn mowers, weed eaters, and various lawn maintenance equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear; to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office, vehicle, and outdoor settings. Employee is occasionally exposed to wet and/or humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet but will occasionally become loud.

This job description does not list all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. Employees will be evaluated in part based upon performance of the tasks listed in this job description. Management reserves the right to revise this job description at any time. This job description is not a contract for employment.