



EMPLOYMENT OPPORTUNITY

Deputy Building Official

Shenandoah County is inviting applications for the position of *Deputy Building official* within the County's Department of Community Development.

Shenandoah County is seeking an energetic, versatile professional to serve as Deputy Building Official within the County's Department of Community Development. The Deputy Building Official performs difficult professional, administrative, and technical work reviewing construction documents and inspecting buildings and their associated systems for compliance with building codes and legal standards; does related work as required. Work is performed under the general supervision of the Building Official. General supervision is exercised over Building Code Inspectors and the Plans Examiner.

An individual must be able to perform the essential job functions satisfactorily including the following:

- Assists with the duties of planning, coordinating, and supervising building code enforcement activities of the County.
- Assists the Building Official with the supervision of inspections for compliance with local and state building and related codes.
- Serves as the Deputy Building Official with the specific authority in all matters of the Building Official should the Building Official be unavailable to perform their duties.
- Performs residential, commercial, and industrial plan reviews to determine compliance with the Virginia Uniform Statewide Building Code and related codes.
- Performs residential, commercial, and industrial building, electrical, mechanical, and plumbing inspections.
- Approves and signs building permits, certificate of occupancy, stop work, condemnation orders, and performs other tasks as required by or directed by the Building Official.
- Supervises and assists subordinates with code interpretations, inspections, and technical expertise.
- Receives complaints regarding defective construction/conditions and handles enforcement issues.
- Identifies hazardous conditions, structural failures code deficiencies, or improper uses and determines whether properties/systems pass/fail inspection; recommends corrective actions; reports violations and variations from codes/plans as appropriate.
- Communicates with supervisor, employees, other departments, fire marshal, inspectors, contractors, builders, architects, engineers, outside agencies, private citizens, and other individuals as needed on code matters, in person, and by telephone.
- Testifies in court on code requirements, code violation cases, or related issues.
- Reviews and files engineering letters, details, surveys, and correspondence.

- In collaboration with the Building Official, leads performance measurement and reporting related to the Division.
- Maintains a current knowledge of applicable laws/regulations; maintains awareness of new materials, devices, products, techniques, and construction methods; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Maintains appropriate building permit records and files; prepares required reports.
- Coordinates work with County staff and other local and state agencies.
- Performs additional duties to support operational requirements as assigned.

Any combination of education and experience equivalent to graduation from high school supplemented by coursework in a variety of inspection specialties and considerable experience in one or more of the building construction trades. A minimum of three (3) years of private and/or public sector building experience in positions such as a licensed professional engineer, architect, plans reviewer, or building inspector is desired.

Possession of a valid driver's license issued by the Commonwealth of Virginia. If not already certified, possession of at least two (2) of the five (5) Commercial Building Inspector certifications (Building, Electrical, Mechanical, Plumbing, and Energy) issued by the Commonwealth of Virginia within 18 months from the date of hire, and possession of all five (5) of the Commercial Building Inspector certifications within 36 months from the date of hire. Possession of or ability to obtain the Building Official certification issued by the Commonwealth of Virginia within 36 months from the date of hire.

The anticipated annual pay range for this FLSA non-exempt position is \$55,052.72 to \$63,310.63, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position is open until filled with a first review of applications on Monday, January 16, 2023

Shenandoah County is an Equal Opportunity Employer