

Section Chief

\$64,283 - \$100,916 / year DOQ + [Full-Time County Benefits](#).

James City County's Building Safety and Permits Division seeks an individual to perform advanced work supervising staff to ensure compliance of residential, commercial, industrial, and institutional structures with the Virginia Uniform Statewide Building Code and appropriate County ordinances.

Responsibilities:

- Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Manages the inspection process to ensure even distribution of work and schedules and deadlines are met; assigns field inspections and investigations; issues written determinations of compliance when required; handles unsafe structure complaints.
- Manages plan review process; reviews plans of residential, commercial, industrial and institutional structures with lead inspectors to ensure familiarity with proper inspection methods and procedures; works in partnership with contractors, builders, citizens, and other County departments and outside agencies.
- Assists director with interpretations of policies, codes, and regulations; assists staff in the proper use of the governing code and administrative office procedures; keeps staff informed of code changes; participates in the review of new and revised codes.
- Supports the director in the administration of the division; collaborates with staff to ensure that functions of the division are completed; may manage the division in the director's absence.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in engineering, architecture, or related field; licensed by the Commonwealth of Virginia as a registered architect or professional engineer preferred; and, some experience in plan review or inspection, interpreting and applying the codes, related laws and ordinances and progressively responsible supervision.
- Must possess or be able to obtain the following certifications from the Commonwealth of Virginia within 18 months of hire date:
 - Building Plans Examiner
 - Residential Plans Examiner
 - Residential Energy Plans Examiner
- Must possess or be able to obtain a Certified Building Official certification from the Commonwealth of Virginia within 36 months of hire date.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Advanced knowledge in building code enforcement and administration; considerable knowledge of the means and methods of construction; knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to understand and correctly interpret and apply codes, related laws, and ordinances; read and understand construction documents; use automated data systems; develop and implement office policies and procedures; maintain effective working relationships with contractors, building owners, and the public; enforce codes with firmness, tact, and impartiality; recognize deficiencies and non-compliance in design and work.

[Click here](#) for full job description. Accepting applications until 04/30/2024. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>