



## **BUILDING OFFICIAL**

### **Dept of Community Development**

Campbell County is currently seeking a motivated and detail-oriented Building Official to join our Community Development team. This role is ideal for a professional who thrives in a busy, customer-focused environment and is committed to ensuring safe and compliant construction practices.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

**Apply at [www.campbellcountyva.gov](http://www.campbellcountyva.gov) or click here: Building Official**



[CLICK HERE  
TO APPLY](#)

**Building Official**

**Salary Band 5**

FLSA: Exempt

Reports to: Community Development Director

Staff Supervisory Responsibility: up to 5 employees

**We Value**

Trustworthiness  
Openness  
The Highest Ethics  
Efficient Stewardship  
Knowledge  
Collaboration  
Service  
People

General Service Areas/Conditions: Work is performed both indoors and outdoors where uncomfortable conditions exist. Must occasionally lift and/or move up to 25 pounds. Some nights and weekends could be required as needed.

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**Performs with excellence, the following tasks, including but not limited to:**

- Directs the operations of Building Inspections; oversees the collection of fees and issuance of permits.
- Supervises the inspection of buildings to determine adherence to standards of construction, in all applicable code areas;
- Determines compliance with handicapped accessibility standards for new construction and existing buildings and structures per building code requirements;
- Works with State and local Fire Marshal's offices with plan reviews and periodic inspections of buildings for compliance with applicable fire codes.
- Assists and coordinates with the Zoning Office, Commissioner of Revenue and other local staff;
- Provides code books and materials for staff and advises of changes and certain requirements;
- Exercises supervision over technical and administrative personnel involved with obtaining compliance with established standards;
- Responsible for making final decisions on technical problems and disputes subject to administrative review by the proper authorities;
- Maintains adequate and proper records of all actions of the Department as required for code compliance;
- Assists the Director with administrative duties;
- Participates in the Project Evaluation Committee;
- Reviews permit applications and building plans for code compliance and approval;
- Performs onsite inspections to determine compliance with all applicable codes. Conducts investigations of nonconforming situations and complaints; coordinates with state enforcement officials as needed;
- Provides technical assistance to departmental personnel, contractors, builders, general public, Building Code Board of Appeals, Board of Supervisors, and others as requested;
- Responsible for initial and updated training for Code Enforcement Officers to insure compliance with state requirements and performance standards set by the County;
- Responsible for the care, maintenance, and cleanliness of any vehicle assigned, or in their care.
- Prepares budget recommendations and administers the approved budget for Building Inspections.

**Qualifications:**

Approved: Frank J. Rogers

*Be Welcomed. Be Successful. Be Home.*

- Bachelor's degree in administrative management or technical and structural engineering.
- Five years of progressively more responsible nature in construction and/or building inspection.
- Additional education and/or training may be substituted where applicable.
- Certifiable as a Building Official in the State of Virginia
- Valid Virginia Drivers' License and be insurable under the County's policy.
- Requires completion of National Incident Management System IS-700 and IS-100 within 90 days of employment.
- Requires completion of National Incident Management System IS-200 within 120 days of employment and ICS-300 within one year of employment (based on availability of scheduled classes).
- Desirable: Three years of supervisory experience.

**Core Skill Sets:**

- Thorough knowledge of state and local laws governing building construction, use and occupancy and the ability to apply this knowledge in the analysis and interpretation of construction plans and specifications;
- Thorough knowledge of approved methods and materials used in building construction and allied structural and mechanical work;
- Ability to interpret and enforce building codes firmly and tactfully and to establish and maintain effective working relationships with contractors, architects, property owners, employees and the public;
- General understanding and ability to utilize the County's adopted software platform, including Microsoft Office Suite products and system software run on the County's AS 400 computer system.