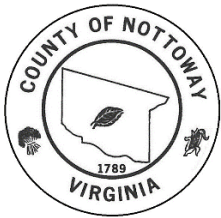


**FULL-TIME  
BUILDING OFFICIAL &  
Sediment Control Administrator**

Nottoway County is seeking a full time Certified Building Code Official and Erosion and Sediment Control Administrator. This position is responsible for interpreting state and local ordinances and codes, reviewing and issuing a variety of permits, and conducting field inspections for enforcement of building as well as erosion and sediment control codes and ordinances. A full job description can be found at [www.nottoway.org](http://www.nottoway.org) under Human Resources – Current Job Openings.

Nottoway County employment includes health benefits and State Retirement. Starting salary is commensurate with experience and dependent on qualifications. Please send a cover letter, resume, and application to [stucker@nottoway.org](mailto:stucker@nottoway.org) or obtain an application from our office at 344 West Courthouse Road Nottoway, Virginia during normal business hours. This position is open until filled.

Nottoway County is an Equal Employment Opportunity Employer.



## **Nottoway County**

### **FULL TIME BUILDING OFFICIAL & SEDIMENT CONTROL ADMINISTRATOR**

FLSA Status: Non – Exempt

#### **General Definition of Work:**

Under the general supervision of the County Administrator, this position will be responsible for interpreting state and local ordinances and codes, reviewing and issuing a variety of permits, and conducting field inspections for enforcement of building as well as erosion and sediment control codes and ordinances. This position will perform technical and skilled inspection work in areas of expertise on building, plumbing, mechanical, and electrical systems during various stages of construction, alteration, renovation and/or repair. The employee must be able to work independently and exercise their individual judgement in applying these standards to a variety of work situations as well as exercise considerable tact and courtesy when working with contractors and the public explaining building related terminology and code compliance issues for residential, commercial, and industrial buildings/structures, in a way that helps people understand and move forward with their projects efficiently.

The County will provide the employee with a County cellphone, computer equipment, and a County owned vehicle for teleworking and traveling from the office directly to the field. The employee will be expected to maintain office hours during such time that there are no inspections to be completed.

#### **Essential Functions/Typical Tasks:**

- Provides assistance and information to callers/visitors, contractors, and builders, in relation to codes/ordinances, interpretations, violations, department activities, procedures, documentation, fees, or other issues both over the phone and in-person
- Performs technical and skills inspection work in areas of expertise of the building, plumbing, mechanical, and electrical systems of residential, commercial, public, and industrial buildings and structures during various stages of construction, alteration, renovation, and or repair
- Respond to, investigate, and resolve concerns from citizens and customers regarding building code and construction related issues, defective construction and handles enforcement problems and initiates problem resolution
- Directs all departmental activities, including issuance of permits, notices, certificates, correspondence, and stop-work orders
- Supervises two Building Technicians who perform additional tasks to support other County functions
- Reviews plans and maintains appropriate records and files
- Prepares and maintains various forms, reports, correspondence, and other documents regarding compliance with related ordinances and code enforcement activities
- Performs on-site inspections/re-inspections and compliance checks on residential, public, commercial, and industrial buildings and structures, to include plumbing, electrical, and mechanical inspections for compliance with the USBC, County Ordinances, and related State laws
- Performs safety and damage assessment inspections and report findings
- Inspects existing buildings for hazardous conditions, structural failures or improper uses
- Administers enforcement of all adopted regulatory codes and ordinances pertaining to building construction, electrical and plumbing installation, and condemnation and demolition of building and structures as it relates to residential and commercial structures

- Issues warnings and stop-work orders if necessary, when construction is not being undertaken in compliance with regulations as to methods and or materials
- Post notices on properties subject to legal enforcement action and issue notices of violation
- Assist with the preparation of court cases for code violations, including testifying in court as necessary
- Serves as Nottoway County Erosion and Sediment Control Administrator and acts as a liaison between the State and County during annual audits of the County's local Erosion Control Program
- Reviews erosion and sedimentation control plans for site data, existing and planned topography, and appropriateness of measures to control erosion and sedimentation
- Review and inspect stormwater control plans and sites
- Performs erosion and sediment inspections throughout the County to ensure compliance is met in accordance with the Virginia Soil and Erosion Control Handbook
- Enforces sedimentation and erosion control ordinances which include investigating and documenting reports of violations, meeting with developers, property owners, and residents to review violations, explain the intent of codes, and gain compliance.
- Conducts field inspections of properties to monitor progress towards compliance by checking perimeters, silt fences, construction entrances, sedimentation basins, grading, and other mitigation efforts, and to maintain appropriate records of enforcement activity
- Provides the public with information regarding erosion and sediment control ordinances and stormwater management
- Reviews and studies Virginia Uniform Statewide Building Code (USBC), National Electrical Code (NEC), and National Fire Protection Association (NFPA) regulations as well as other County codes and ordinances to stay informed
- Attends training and completes necessary classes to maintain required inspection certifications
- Maintains all required professional certifications needed to complete the scope of duties for this job in current status such as Certified Erosion and Sediment Control Administrator
- Assists in maintaining the County's Geographical Information System (GIS) by inputting data into a GIS application to assist in building the database and performing necessary field work to assign addresses
- Assists with general repair and maintenance on county-owned property
- Conducts various research as needed, especially in preparation of new or amended ordinances, policies, and regulations

#### **Knowledge, Skills, and Abilities:**

- Ability to establish and maintain effective working relationships with associates, county, state, and federal officials, contractors, builders and the general public
- Ability to communicate in a professional manner with supervisor, employees, other departments, county officials, government agencies, the public, and others as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Ability to independently handle, interpret, and apply policies and procedures for multiple work unit priorities and projects and use individual judgement and discretion to act when precedents do not exist.
- Ability to operate a variety of equipment and tools associated with department work activities, which may include an automobile, computer, printer, navigational system, and plotter
- Ability to traverse construction sites, climb ladders, walk on rooftops, and crawl in tight enclosures
- Ability to read and interpret plan specifications and blueprints accurately and to compare them with constructions in process
- Ability to read construction plans and determine impact of land disturbance
- Ability to detect poor workmanship, inferior materials, and hazards of fire and/or collapse or sediment runoff

- Thorough knowledge of all types of building construction materials, methods, and stages of construction when possible violations and defects may be most easily observed and corrected
- Thorough knowledge of applicable ordinances, codes, regulations, standards, policies and procedures relating to construction, site management, civil engineering, building, electrical, plumbing, and mechanical code enforcement.
- Knowledge of erosion and sediment control, stormwater management, and floodplain regulations locally and in the commonwealth of Virginia
- Knowledge of basic land conservation practices
- Preferred knowledge of the geographic layout of the County

#### **Requirements:**

- Must have a valid driver's license with a passable driving record
- Must have a High School Diploma/GED supplemented by college coursework in engineering, construction management, or architecture
- Must be able to read and interpret building construction documents and plans
- Must pass a criminal background check
- Must have experience in building, electrical, plumbing, or mechanical trades or experience as a certified building inspector under the Virginia Uniform Statewide Building Code; prefer three years
- Preferred experience in erosion and sediment control
- Preferred possession of the following Certifications or must be willing to obtain within the required timeframe given:
  - Residential and Commercial Building Code Official - 1 year
  - Combined Administrator in Virginia Erosion and Sediment Control and Stormwater Management – 1 to 2 years
  - International Code Council (ICC) or Virginia Department of Housing and Community Development (DHCD) for both residential and commercial inspections in two areas of electrical, building, plumbing, and/or mechanical – 1 to 2 years

#### **Physical Requirements:**

While performing the duties of this job, the employee will be exposed to constant activity that requires standing, bending, crouching, pushing/pulling, lifting/moving/carrying (light to heavy weight material/appliances/equipment), climbing ladders/stairs, walking on rooftops, and crawling in tight enclosed spaces. The employee may exert up to 50 pounds of force occasionally and up to 10 pounds of force constantly.

This position requires manual skills to include legs, arms, and hand/wrist movement, normal range of hearing, and specific vision abilities that require close vision, distance vision, color discrimination and depth perception for proper site inspection of buildings, electrical wiring, mechanical and plumbing systems.

The employee would be required to complete various tasks while wearing appropriate safety equipment such as goggles, masks, gloves, etc.

The employee must be able to read and write diagrams, meters, instructions, and reports. The employee will interact regularly with vendors, contractors, supervisors, employees, and coworkers and therefore, must have excellent interpersonal skills.

**Working Conditions:**

Working conditions include a 40-hour work week, with an on-call schedule to include nights and weekends related to emergencies, working outside in varying weather conditions (heat, cold, damp, rain, snow, ice, etc.), work independently, and exposure to low to moderate noise levels.

Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature variations, and noise extremes, hazardous materials, moving mechanical parts, electrical currents, fumes, poor ventilation, and bright/dim lighting.

**Nottoway County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.**