



*Be Welcomed.
Be Successful.
Be Home.*

We Invite You to Join Our Team.

Deputy Building Official

**Department of
Community Development**

**Apply with your CV/Resume online at:
www.campbellcountyva.gov**

Department of Community Development

Campbell County is currently seeking a motivated and detail-oriented Deputy 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.

Salary is \$60-70,000 depending on qualifications/experience

[CLICK HERE TO APPLY](#)



Deputy Building Official

Salary Band 5

FLSA: Exempt

Reports to: Building Official

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.

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

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

- Assists the Building Official in the daily operations of Building Inspections.
- Supervises, assigns, and directs the work of the Plan Reviewer and Inspection Staff for code compliance and enforcement activities.
- Serves as designee in official duties in absence of the Building Official.
- Participate in the development and implementation of Department goals, objectives and priorities.
- Assists with reviews of permit applications and building plans for code compliance and approval.
- Assists with issuing permits.
- Performs onsite inspections to determine compliance with all applicable codes. Conduct investigations of nonconforming situations and complaints; coordinates with state enforcement officials as needed.
- Provides technical assistance to departmental personnel, contractors, builders, general public, and others as requested.
- Issue correction notices and stop work orders, if necessary, when violations exist.
- 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.
- 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.
- Participates in the Project Evaluation Committee.
- 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.

Qualifications:

- High school diploma or general education degree (GED).
- Five years of construction experience in the primary trades of framing, plumbing, electrical and mechanical.
- Minimum of three years of building inspections or code enforcement.
- Possess a minimum of three Inspector/Plan Reviewer certifications.
- Certified as a Building Official in the State of Virginia within 18 months of employment.
- 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 other systems.