



**Building Official**  
Community Development

Position # : CDD 511  
FLSA: Exempt  
Grade: 24

**JOB SUMMARY**

This position is responsible for overseeing the administration and enforcement of building codes.

**MAJOR DUTIES**

- Trains, assigns, directs, schedules, supervises, evaluates and disciplines personnel.
- Develops and implements department policies, procedures and guidelines.
- Directs the enforcement of building, construction, electrical, mechanical, plumbing, fire prevention, and other codes.
- Performs code inspections; documents findings and prepares related reports.
- Oversees department purchases.
- Resolves difficult code enforcement questions.
- Provides guidance concerning codes interpretation and department policies and procedures to engineers, architects, contractors, real estate professionals, homeowners, and others.
- Assists the public in understanding code requirements and the permit process.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the Uniform Statewide Building Code.
- Knowledge of building construction processes and terminology.
- Knowledge of building inspection processes and procedures.
- Knowledge of local and state appeals processes.
- Knowledge of land uses laws, rules and ordinances.

- Knowledge to obtain certifications for structural, electrical, mechanical, gas, plumbing, fire code and amusement device inspections as well as Building Official certification.
- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in reading blueprints and construction documents.
- Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
- Skill in management and supervision.
- Skill in public relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Deputy County Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## GUIDELINES

Guidelines include relevant building, mechanical, plumbing, electrical and energy codes; state and local construction laws; local land use ordinances; and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical and administrative construction inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- The purpose of this position is to administer and enforce the USBC. Successful performance ensures compliance with all relevant building codes and ordinances.

## CONTACTS

- Contacts are typically with co-workers, other county employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, local and state elected officials, architects, engineers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and negotiate, defend, or settle matters.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee must frequently lift light and occasionally heavy objects, climb ladders, uses tools or equipment requiring a high degree of dexterity, utilize the sense of smell, and distinguish between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Building Inspector (2), Building Plan Reviewer (1), and Building Permit Technician (1).

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five to eight years' experience or service; supervisory experience preferred.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.