



CLASSIFICATION	9
RANGE	\$39,686 - \$59,529
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	TWO WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

## Combination Building Inspector I

### Job Summary: *(General summary/objective)*

The position of Combination Building Inspector I performs plan reviews and technical work involving the inspection of residential building construction, alterations, repairs, electrical, plumbing and mechanical systems to ensure compliance with the Virginia Uniform Statewide Building Code and the County Code. This position combines field and office activities with typically more than 50% of the job performed in the field.

### Key Responsibilities/Essential Functions:

#### Leadership

- Do the right thing
- Promote the vision, mission and values of the Board of Supervisors and the County Government Organization
- Maintain and assess departmental, organizational and management performance and make recommendations for continuous improvement
- Continually assess the effectiveness of policies, procedures, practices, and communications to ensure customer understanding of regulations, processes, fees, and optional/alternative designs, to remove barriers to customer access to information, and to improve the overall customer experience
- Ensure the protection of life and safety in buildings in the County within legal authority
- Actively and creatively seek ways and means within regulatory requirements and intent to assist customers in achieving their goals

#### Management

- Answer inquiries and handle complaints from the public and property owners
- Document and maintain detailed records and reports of inspections
- Ensure continued appropriate personal professional development to achieve and maintain excellent performance in the conduct of job duties and general compliance with workplace rules and regulations
- Manage time and work individually and in teams to meet or exceed performance standards
- Assist co-workers and other County employees to achieve work tasks, goals and standards

#### Technical

- Inspect building construction, mechanical, electrical, plumbing and gas installations for compliance with codes pertaining to residential construction
- Exercise technical judgment in enforcing applicable codes and regulations
- Review plans to ascertain conformity to building code and zoning ordinance
- On new construction, inspect sites for practicability of plans
- Check condition of soil before footings are poured
- Check quality of building materials and review methods of construction
- Inspect buildings under construction until all items are corrected
- Make final inspection of completed building to ensure that additional rooms or other structures have not been added
- Make similar inspections on building alterations
- Respond to inquiries from the public and provide information on construction requirements and when applicable, advise what and when corrective action is required
- Strictly observes all applicable safety rules and regulations, including the wearing of protective apparel
- Performs other related duties as assigned

**Job Requirements:**

- High School Diploma or GED equivalent required
- Three years of experience in general building construction, materials, practices and methods of design required
- Any combination of education and experience that may confer equivalent knowledge, may be considered
- Must obtain one (1) Residential inspection certification within eighteen (18) months from employment and obtain all four (4) Residential Inspection Certifications within thirty-six (36) months of appointment
- Ability to perform Residential Plan Reviews and prepare correction lists for the applicant.
- Certification as a Residential Building Plans Examiner is required within thirty-six (36) months of employment
- Thorough knowledge of County and related codes and ordinances pertaining to building construction, alternation and repair
- Ability to detect structural and other faults and to recommend their correction
- Ability to document and maintain detailed and accurate records and prepare reports
- Ability to read and interpret plans, specifications, and blueprints accurately and to compare them with construction in progress
- Must possess excellent communication skills, maintain effective and courteous relationships and have the ability to work well with other employees, building owners, contractors and the public
- Must possess a general knowledge of mechanical, plumbing, gas or electrical systems
- Must possess a valid VA driver's license and maintain a good driving record
- Ability to evaluate the County Code and recommend potential amendments to the Building Official
- Perform other duties as assigned

**Physical Demands/Special Work Environment:**

- Constantly operates a computer, other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling
- Substantial movements (motions) of the wrists, hands, and/or fingers
- Exerting up to twenty (20) pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body across all types of terrain and obstacles
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading
- Worker must be able to remain at work station in a stationary position for up to 50% of the time

- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees
- The person in this position frequently communicates and exchanges information with design professionals, owners, developers, consultants, co-workers, officials and members of the general public to support, promote, and achieve County goals and objectives
- Must be able to exchange accurate information in these situations
- The person in this position constantly moves or traverses uneven terrain, common to construction sites in order to complete inspections as required by the Building Codes
- Constantly operates vehicles, uses tools or inspection related equipment, to access locations or equipment requiring inspection
- Constantly ascends/descends, works atop and traverses across ladders, scaffolds and other construction
- Constantly positions themselves at, below, or above ground level to access locations requiring inspections
- Ability to perform building inspections by walking occasional long distances where uneven terrain is present. Employee may need to ascend ladders, scaffolds or other construction related apparatus to arrive at locations requiring inspection
- Must be able to visually observe, detect and/or identify hazards, then adapt accordingly to the environment to fulfill job duties
- Constantly works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions
- Frequently exposed to industry hazards including but not limited to dust, falls and other construction environment related hazards

**Reports to:** Building Official

**Supervisory Responsibility:** None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date