

SUSSEX COUNTY JOB DESCRIPTION

JOB TITLE: BUILDING OFFICIAL

GENERAL DEFINITION OF WORK:

Manages staff, resources, and activities for the purpose of ensuring safety to life and property, and compliance with the Virginia Uniform Statewide Building Code, standards, regulations, and for building design, construction, repair and demolition/removal. Ensures accurate and timely administration of inspections. Work is performed under the general supervision of the Director of Community Development. Supervision is exercised over certain personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinates, plans, and supervises all inspections of buildings for the purpose of enforcing all codes and standards pertaining to building construction, modification, repair, and demolition; (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

- Serve as professional staff advisor to the Board of Supervisors and Local Board of Building Code Appeals on matters relating to building and erosion and sediment control; make recommendations.
- Administers USBC as well as Commercial and Residential International Building Codes.
- Conducts plan reviews of residential, commercial, and industrial buildings and structures as well as the associated electrical, plumbing and mechanical trade plans.
- Reviews and approves applications for building permits and land disturbance permits.
- Provide direction, policy interpretation, technical guidance, and advise to staff, citizens, contractors and engineers.
- Responds to and investigates complaints regarding issues pertinent to the Building Code and Erosion and Sediment standards.
- Develops policies and procedures for department programs.
- Reviews and oversees the review of commercial and residential construction documents and ensures permit issuances comply with appropriate codes and standards.
- Performs a variety of administration duties associated with managing the office operations.
- Maintains statutory authority for approving the functional design and operation of building related activities not covered by the Building Code.
- Reviews Erosion and Sediment Control Plans to ensure permit issuances comply with the appropriate codes and standards.
- Monitors land development and construction activities to ensure they are performed in accordance with local and state standards and ordinances.
- Directs the preparation and administration of the budget for the Building Office.

KNOWLEDGE, SKILLS AND ABILITIES:

Has considerable knowledge of building, mechanical, electrical, and plumbing construction practices, standard materials and equipment of the various stages of building construction, repair and demolition. Considerable knowledge of state codes administered by the County. Is able to locate/detect defective workmanship in construction or repair of buildings. Is able to interpret blueprints, specifications, codes, building regulations, and apply them in the process of inspecting buildings. Is able to plan program operations and supervise staff engage in same; is able to physically maneuver on scaffolds, structural members, and cramped quarters, to accomplish thorough inspections.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with an Associate's Degree. Has at least five years' experience as a licensed professional engineer or architect, building, fire or trade inspector, contractor or housing inspector. Requires certification as a Building Official through the International Code Council. Requires certification as a Building Official through the Virginia Department of Housing and Community Development. Certification as an Erosion and Sediment Control Plan Reviewer or Combined Administrator preferred or must be obtained within one year of employment.

PHYSICAL REQUIREMENTS:

This is a sedentary work requiring the exertion of up to 20 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.