



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Building Inspector

Department: Planning, Permitting & Enforcement

Pay Grade: 213

FLSA Status: Non-Exempt

JOB SUMMARY

Provide customer service to the public pertaining to building permits. The position is responsible for performing building inspection and reviewing construction plans.

ESSENTIAL JOB FUNCTIONS:

- Performs inspections for compliance with Statewide Building Code, and/or issues citations to violators; performs follow-up inspections to ensure implementation of corrective measures.
- Requires physical ability to climb up to rooftops, crawl, etc. (to perform complete inspection).
- Inspects construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes.
- Provide assistance and review alternate methods of construction to meet the intent of each related code.
- Review assigned construction plans and engineering calculations for structural, mechanical, and architectural components to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each code.
- Conduct building damage assessment inspections.
- Performs clerical tasks, including answering and returning telephone calls, completing written documentation of activities, and record-keeping in New World software.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires High school diploma or GED.
- Requires one (1) year of related experience.

Licenses, Certifications or Registrations:

- Virginia Department of Housing and Community Development Certifications within eighteen (18) months of employment.
 - a. Residential Building Inspector
 - b. Residential Plumbing
 - c. Residential Mechanical

Knowledge, Skills and Abilities:

- Knowledge of Building, Plumbing, Mechanical, Fire, County and State Codes
- Knowledge of construction terminology
- Ability to operate a personal computer and various computer software

PHYSICAL DEMANDS:

The work is light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: hearing, mental acuity, talking, visual acuity and walking.

Physical ability to climb up to roof-tops, crawl under buildings in order to perform complete inspections.

WORK ENVIRONMENT:

Office work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Field work involves being exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, moving mechanical parts, electrical shock, heights, traffic and animals/wildlife.

The County of Northampton has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR designee) Signature

Date

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer, ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.