

**THE COUNTY OF NORTHAMPTON
POSITION DESCRIPTION**

**TITLE: BUILDING AND CODE COMPLIANCE INSPECTOR
Grade : 116**

Adopted: Sept 2017

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide customer service to the public pertaining to building permits, code inspections and enforcement of municipal codes. The position is responsible for performing building inspections, reviews construction plans and enforces violations for abandoned cars, grass complaints, dangerous structures, solid waste and signs.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Inspect construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes.

Performs inspections for compliance with County municipal codes; resolves non-compliance issues, and/or issues citations to violators; performs follow-up inspections to ensure implementation of corrective measures.

Provide assistance and recommendations of 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 related item.

Review all relevant building, fire, plumbing, mechanical, energy and municipal codes. Provide interpretation and recommendations to ensure compliance with the intent of each code.

Conduct building damage assessment inspections.

Performs clerical tasks, including answering and returning telephone calls, discussing issues with residents in their offices and on-site, completing written documentation of activities, record-keeping in New World Software, and composing correspondence.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Knowledge of Building, Plumbing, Mechanical, Fire, municipal and State Codes

Construction terminology

Laws, regulations, and ordinances governing area of assignment

Operation of a personal computer and various software programs (learning and utilizing County software is a must)

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Work under pressure with interruptions and challenging deadlines.

Communicate effectively, both orally and in writing.

Deal effectively with the customers.

Provides assistance to people to achieve task completion.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software, and general office equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Comprehend and apply technical information.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with significant impact - affects those in work unit.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, supplemented by trade, apprentice, or vocational school programs in one or more building construction disciplines, and experience as a property maintenance inspector, building inspector or in one or more areas in the construction field; or equivalent combination of education and experience.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Virginia Department of Housing and Community Development Inspector Certifications (Residential and Property Maintenance) required within two years' of employment.

Possession of a valid driver's license

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires standing or walking for brief periods and some dexterity in operating machines, tools, or office equipment.

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

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is 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.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

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.