

# Building Official



## General Summary of Classification:

Directs the department responsible for County-wide residential and commercial plan review and inspections and serves as the County compliance authority for the Virginia Uniform Statewide Building Code (VUSBC). Protects public health and safety by ensuring new construction, renovations, and demolitions adhere to local, state and federal codes.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Provides motivational leadership for overall department operations and personnel.
- Establishes the Department's strategic goals, priorities, objectives, and benchmarks.
- Oversees enforcement of regulatory codes and ordinances pertaining to building construction, electrical and plumbing installation, and condemnation and demolition of buildings and structures.
- Guides decision-making pertaining to the construction, repair, alteration, and demolition of County-controlled structures and buildings.
- Supervises technical, clerical, professional, and supervisory employees and establishes performance expectations.
- Ensures timely and thorough inspections of residential and commercial properties.
- Leads the development and revision of policies and procedures to ensure compliance with VUSBC and County Building Ordinance.
- Recommends amendments to the County Building Ordinance and works with the County Attorney's Office to draft proposed amendments for Board approval.
- Serves as the organizational authority on interpreting and enforcing the Virginia Uniform Statewide Building Code.
- Directs the review of technical plans, construction specifications, and modification requests.
- Reviews waiver requests and approves or denies requests with appropriate rationale.
- Leads the development and implementation of the department budget.
- Researches and recommends amendments to VUSBC as appropriate; may serve on state technical review panels.
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Mastery of state building codes and ordinances and National Electric Code standards; and the ability to quickly master local building-related codes.
- **Technical:** Broad knowledge of construction practices and materials, including but not limited to the following areas: plumbing, electrical, framing, elevator, mechanical, and fire protection.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral communication skills; strong presentation skills; the ability to communicate clearly and accurately with tact and respect and to interact professionally with all levels of staff, officials, and diverse citizen populations; the ability to collaborate effectively.
- **Decision-making, and Authority:** Strong judgement and critical thinking skills; the ability to effectively problem solve and to make decisions; the ability to assess compliance and guide corrective actions with firmness and tact.
- **Leadership:** Excellent management and supervisory skills including the ability to inspire, motivate, develop, monitor, and mentor staff; the ability to maintain staff morale and engagement; demonstrated ability to manage workloads efficiently and to meet critical deadlines.
- **Environment:** Works in an office setting and in various indoor and outdoor locations, including construction sites.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties in an office environment and mobility sufficient to perform essential duties at various duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Four (4) year degree in Engineering, Architecture, or related field.

**Experience:** Eight (8) years of experience in building design or code compliance, including at least five (5) years of supervisory experience.

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

### Required of All:

- Certified by the State Board of Housing and Community Development under section 36-137 of the Code of Virginia within three (3) years of date of employment.
- Criminal history record check and fingerprinting of all employees in authorized and hourly sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.
- Valid driver's license.