

CLASS SPECIFICATION FOR  
**Residential Building Inspector Supervisor**

**GENERAL STATEMENT OF DUTIES:** Supervises work of Building Inspectors, Residential Combination Inspectors, and Senior Residential Combination Inspectors and performs highly skilled work in enforcing compliance with the Virginia Uniform Statewide Building Code, County and related codes and ordinances pertaining to building construction, alteration or repair; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class plans and assigns the work of subordinates and reviews their reports. The incumbent regularly exercises technical judgment and discretion based on familiarity with a wide variety of construction and repair problems. This class differs from Building Inspector in that the incumbent performs the more difficult inspections such as of industrial and commercial buildings. Work is performed in accordance with the Virginia Uniform Statewide Building Code and County codes under the general supervision of the Deputy Building Official.

**EXAMPLES OF WORK** (illustrative only):

- Plans and supervises work of Building Inspectors, Residential Combination Inspectors, and Senior Residential Combination Inspectors;
- Inspects construction sites and construction for conformance with State and County codes;
- Discusses and investigates complaints concerning building code violations;
- Explains and interprets the building code to interested parties;
- Assists in preparation of proposed code changes;
- Checks and reviews plans submitted to the department for conformity to building code requirements;
- Makes periodic follow-up building inspections to evaluate performance of subordinates;
- Maintains records of daily inspections and prepares periodic reports.
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of building construction, materials and methods; considerable knowledge of State building codes and County ordinances governing construction and maintenance of buildings; ability to read and interpret construction plans and blueprints and to recognize deviations from such plans in the construction process; ability to establish and maintain effective relationships with contractors, architects and property owners; ability to plan, assign and supervise the work of subordinates engaged in technical inspection of buildings; ability to enforce rules and regulations tactfully, impartially and firmly; ability to express thoughts clearly and concisely both orally and in writing; ability to keep records and make reports.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably supplemented by courses in structural engineering and design, and five (5) years of construction, enforcement or related experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. Must be certified in trade field in accordance with the certification program of the Department of Housing and Community Development within three (3) years of date of employment. Shall participate in additional/on-going training as mandated by the Department of Housing and Community Development.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.