

TITLE: Building Inspector – Code Enforcement, Grade 18

CD/4

DEPARTMENT: Community Development

JOB SUMMARY: This position performs technical work in the inspection of all phases of building plans and construction.

MAJOR DUTIES:

- o Performs field inspections of residential, commercial, industrial, and public facilities for compliance with zoning, building, plumbing, electrical, mechanical codes, the Americans for Disabilities Act, the ICC/ANSI A117.1, the Virginia Uniform Statewide Building Code, and the Virginia Maintenance Code.
- o Conducts plan reviews and enforces compliance with city ordinances and state codes.
- o Conducts inspections for compliance with Virginia Amusement Device regulations.
- o Conducts inspections for compliance with the Virginia Soil and Erosion Control Handbook.
- o Enforces the city's building regulations for unsafe structures and drug blighted properties.
- o Enforces sign ordinance; weed and grass ordinance; trash and debris ordinance; and the inoperative vehicle ordinance.
- o Prepares and tracks notices of violation, prepares court cases and testifies in court for code violations.
- o Assists in damage assessment inspections and reports findings.
- o Makes reports and keeps records regarding inspections.
- o Consults with builders and businessmen about building codes and zoning ordinance.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of building, zoning, and related codes and ordinances.
- o Knowledge of code enforcement processes.
- o Knowledge of current literature and recent developments in the field.

- o Knowledge of building, construction, and engineering principles and practices.
- o Knowledge of personal computers for use in word processing, electronic communications, and research.
- o Skill in oral and written communication.
- o Skill in comprehending, understanding, and interpreting complex and technical information.
- o Skill in the operation of a two-way radio system.
- o Skill in the enforcement of codes and ordinances.

**SUPERVISORY CONTROLS:** The Code Official assigns work in terms of very general instructions. The Code Official and the Building Official spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include zoning, plumbing, building, electrical, and mechanical codes; the ICC/ANSI A117.1: Accessible and Usable Buildings and Facilities; the Virginia Uniform Statewide Building Code; the Virginia Maintenance Code; the Virginia Erosion and Sediment Control Handbook; and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied duties in the enforcement of codes and ordinances. The volume of work contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to enforce codes and ordinances. Successful performance in this position contributes to the well-managed growth and development of the City of Franklin.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel, court personnel, landowners, contractors, architects, engineers, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services, and negotiate or justify matters.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, climbing, crawling, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors where the employee may be exposed to cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Ability to obtain certification as a Combination Inspector (residential) within 3 years through the Virginia Code Academy offered by the Virginia Department of Housing and Community Development.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.