



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Building Official	DEPARTMENT: Community Development Department-Building Division
IMMEDIATE SUPERVISOR: Director of Community & Economic Development	GRADE/RANK: Grade 19
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult technical and responsible administrative work enforcing the Building Code and Flood Plain Ordinance.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Administers the Virginia Uniform Statewide Building Code, Virginia Property Maintenance Code, and the Floodplain Ordinance interprets and renders decisions in applying various provisions to individual situations;
- Reviews building and site plans for Code Compliance;
- Assists in review of site plans, subdivision plats and conditional use permits;
- Reviews building permit applications to ensure compliance;
- Receives complaints regarding building code violations; makes investigations and takes necessary corrective action;
- Assists applicants in understanding provisions of the building code and floodplain ordinance;
- Supervises and directs the daily operations of the inspection's office;
- Conducts field inspections;
- Makes presentations and recommendations before various boards, commissions and the

- City Council;
- Updates and prepares amendments to building codes;
- Issues building permits, assigns street numbers;
- Assists Commissioner of Revenue in obtaining compliance with various state and local laws and ordinances;
- Issues stop work orders, permit cancellations and occupancy permits;
- Serves as City of Staunton's "ADA Coordinator";
- Testifies in court;
- Manages operations of the Board of Building Code Appeals;
- Manages staff including hiring, assignment and supervision of duties, evaluation and discipline as needed and;
- Performs other duties as assigned by Director.

DISTINGUISHING FEATURES OF THE POSITION:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record. Must obtain Virginia certification as a Building Official from the Department of Housing and Community Development within three (3) years of date of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough knowledge of the practices of infrastructure maintenance and repair. Has thorough knowledge of municipal ordinances governing zoning, subdivision, building and related codes. Has knowledge of building trades. Has the ability to establish and maintain effective working relationships with property owners, building contractors, public officials and the general public; the ability to enforce ordinances and regulations with firmness, tact and impartiality and; the ability to analyze data, make decisions and apply laws and regulations. Possesses oral and written communication and communication skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in one of the trades including some supervisory experience. Must meet qualifications as outlined in the Virginia Statewide Building Code.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is active work requiring the exertion of light amount of force to move objects up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires considerable walking on various types of terrain and rough graded construction sites and getting in and out of vehicles. Work requires climbing stairs and negotiating tight, confined spaces to access inspection points. Work requires accessing heights in residential, commercial and industrial structures. Work requires stooping, reaching, fingering, grasping and performs repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive

information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work may be subject to adverse environmental conditions, including rain, snow, mud and construction debris.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervises a staff of 5-7 individuals including inspectors and clerical staff.

EXAMPLES OF EXPECTED DECISION MAKING:

Ability to determine Code compliance, policy implications of decisions, personnel evaluations and determinations and budget management.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Building Official will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Community & Economic Development and Chief Human Resources Officer

Revised Date: 2019