



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Code Inspector III	DEPARTMENT: Community Development Department-Building Division
IMMEDIATE SUPERVISOR: Building Official	GRADE/RANK: Grade 16
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Responsibility for technical inspection and plan review of electrical and building system in structures. Performs investigations and inspections for compliance with Building Codes.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Reviews plans for compliance in multiple trade groups;
- Inspects buildings in the process of construction, alteration or repair for compliance with appropriate codes and for application of safe construction practices;
- Checks quality of materials and methods of construction;
- Gives information to builders and others regarding regulations;
- Takes action as necessary to obtain code compliance in cases where code violations are discovered or provides information to the Building Official for action;
- Meets with citizens, contractors and builders to answer questions and discuss compliance options that relate to the codes;
- Makes reports and keeps inspection records;
- Attends seminars and code classes to keep abreast of code changes;
- Testifies in court and;
- Performs other duties as assigned by supervisor.

DISTINGUISHING FEATURES OF THE POSITION:

Must be able to obtain certification from the Department of Housing and Community Development as a Building and Electrical Inspector and plan Reviewer within three (3) years of the date of employment. Must have a valid VA Driver's License with a good driving record. Must be able to work in adverse weather conditions including cold, heat, rain and snow.

KNOWLEDGE, SKILLS AND ABILITIES:

Has knowledge of Virginia Uniform Statewide Building Code, and electrical and building system components and methods of installation. Has demonstrated ability to: read and interpret construction documents, perform calculations, write reports; work with a variety of individuals and; interpret and apply codes and standards to ensure compliance. Has the ability to: work independently and resolve problems; detect poor workmanship, inferior materials, and hazards of fire and collapse; read and interpret plans specifications and blueprints of ordinary complexity quickly and accurately, and to compare them to construction in process and; contact building owners, contractors and the public and establish and maintain effective working relationships.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Graduation from high school, or equivalent; Three years of construction, property maintenance or related experience; or equivalent, certification as a Combination Inspector; Property Maintenance, or a related inspections certification within three (3) years of the date of employment.

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, operate of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work may be subject to adverse environmental conditions, including dust, water, mud and construction debris.

ADA:

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

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for decisions in determining plans and specifications to meet local and state codes; and in deciding if workmanship and materials are installed according to approved plans. Must meet, communicate, and negotiate with owners, design professionals, contractors and other officials concerning codes and their interpretation and application.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Code Inspector III 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