



DEPARTMENT OF HUMAN RESOURCES  
CITY & SCHOOLS

CITY OF STAUNTON  
POSITION DESCRIPTION

|                                                       |                                                                       |
|-------------------------------------------------------|-----------------------------------------------------------------------|
| <b>JOB TITLE:</b> Code Inspector I                    | <b>DEPARTMENT:</b> Community Development Department-Building Division |
| <b>IMMEDIATE SUPERVISOR:</b><br><br>Building Official | <b>GRADE/RANK:</b> Grade 11                                           |
|                                                       | <b>FLSA/ESSENTIAL STATUS:</b> Non-Exempt                              |

**GENERAL DEFINITION AND PURPOSE OF WORK:**

Performs responsible technical work in the inspection of buildings for compliance with building, property maintenance, electrical, mechanical, and plumbing codes and City ordinances; does related work as required. Work is performed under general supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

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

- Reviews plans for compliance in least one specific trade group as needed;
- 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;
- Works on joint investigations with zoning and fire officials;
- Takes action as necessary to obtain code compliance in cases where code violations are discovered or provides information to the Building Official for action;
- Gives information to builders and others regarding regulations;
- Answers questions from private citizens, contractors, and builders 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 Property Maintenance, Building, Electrical, or Plumbing and Mechanical Inspector 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, zoning and the Virginia Property Maintenance Code. Has general knowledge of all types of building, electrical, mechanical and plumbing construction materials and methods, and stages of construction when possible violations and defects may be most easily observed and corrected. Has the ability to: 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 construction in progress; interpret and apply codes and standards to ensure compliance; work independently and resolve problems; contact building owners, contractors and the public and establish and maintain effective working relationships; and ability to accurately document and transmit findings of inspections and investigations.

### **QUALIFICATIONS/EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in the building, electrical or plumbing trade or with zoning and property maintenance. Certification in one or more of the building trades to the journeyman level desired.

### **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 work; 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:**

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 Code Inspector I 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