



## WESTMORELAND COUNTY, VA Building Inspector

FLSA Status: Exempt

### GENERAL DEFINITION OF WORK

This full-time position is responsible for technical onsite reviews of building projects and similar work, as well as responsible administrative work. Primary duties include conducting onsite inspections and reviewing building plans and construction for compliance with the Virginia Uniform Statewide Building Code and other relevant codes, in addition to related work as required. Field work and performing inspections outdoors are necessary components of the position. Work is performed under general supervision of the Building Official. The salary starts at \$50,235 and is commensurate with experience, with a comprehensive benefits package.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The following list is intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administer Virginia Uniform Statewide Building Code
- Inspect buildings in the process of construction, alteration, or repair for compliance with code and approved plans
- Inspect electrical, plumbing, mechanical/gas/HVAC work for compliance with code
- Document inspection results both in writing and in the permitting computer program
- Assist citizens, contractors, and other tradesmen with code information requests
- Work with builders to inform them of new code requirements ➤
- Prepare technical reports and documentation, when applicable
- Perform pre-application plan reviews for customers
- Occasionally assist colleagues with general office duties, including answering phones, responding to emails, filing, reviewing permit applications, and assisting clients at the front counter
- Occasionally attend meetings of regional code agencies, training seminars, and conferences (some of which may be held after normal working hours or involve travel)
- Perform related tasks as required

## **KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of structural engineering principles as applied to building design and construction, as well as the electrical, plumbing, and mechanical trades

Knowledge of applicable state and local codes combined with the ability to effectively enforce these codes

Ability to establish and maintain effective working relationships with contractors, architects, colleagues, and the general public

Ability to read and interpret blueprints, site plans, and architectural designs, and to ensure compliance with appropriate codes and ordinances

Ability to detect errors in construction/installation and to recommend corrective

action Ability to communicate tactfully, firmly, and effectively with others, both orally and in writing

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to considerable knowledge of building inspections, code enforcement, or general construction will be considered. A high school diploma or equivalent is required; graduation from an accredited community college or university is a plus.

## **PHYSICAL REOUIREMENTS:**

The position is subject to both inside and outside environmental conditions during all seasons. Applicants should be in a physical condition that permits activities including, but not limited to, walking and standing for extended periods, crawling, climbing, driving, and working under adverse temperatures and/or weather conditions. Westmoreland County is an AA/EEO/ADA compliant employer.

## **SPECIAL REOUIREMENTS:**

Applicants shall possess their Virginia Building, Electrical, Plumbing, and Mechanical Inspector certifications or Combination Inspector certification, or possess the ability to obtain all certifications within 18 months. Possession of appropriate driver's license valid in the Commonwealth of Virginia is also necessary.

## **HOW TO APPLY:**

Submit a cover letter and completed Application for Employment (or resume with three professional references) to Richard Stuart Jr., Land Use Administrator, at the email or address given below. The position will remain open until filled.

Richard Stuart Jr.

Land Use Administration

P.O. Box 1000 (1 1 1 Polk Street for hand delivery)

Montross, VA 22520

[ristuart@westmoreland-county.org](mailto:ristuart@westmoreland-county.org)

804-493-0120