

CLASS SPECIFICATION FOR
Deputy Building Official

GENERAL STATEMENT OF DUTIES: Assists the Building Official in planning and directing the administration of the County building, plumbing, mechanical and electrical codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work assisting in planning and directing the activities of building construction and inspection. The incumbent performs responsible work requiring professional engineering training. Work is performed under the general supervision of the Building Official. General supervision is exercised over professional, technical and clerical personnel.

EXAMPLES OF WORK (illustrative only):

- Acts for Building Official in incumbent's absence;
- Checks plans and specifications for structural requirements;
- Assists in planning and laying out the work of professionals and inspectors;
- Reviews inspection reports and advises on problems encountered;
- Reviews plans and makes computations to verify plan data;
- Analyzes test reports on load test and material;
- Investigates and answers complaints regarding inspection activities;
- Works with architects, engineers and contractors to assure compliance with the Virginia Uniform Statewide Building Code and accepted engineering practices;
- Reviews and approves plans and specifications for new construction, modifications and alterations to commercial buildings and structures to determine whether the requirements of the Virginia Uniform Statewide Building Code and County codes have been met;
- Supervises personnel responsible for performing plumbing, mechanical and electrical review of plans;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of modern building construction practices, methods, materials and equipment; extensive knowledge of structural engineering principles and practices; considerable knowledge of State fire and safety regulations; considerable knowledge of the Virginia Uniform Statewide Building Code; considerable knowledge of modern plumbing, building, electrical, and mechanical practices, codes, and related ordinances; considerable knowledge of construction trades and their inter-relationships; ability to evaluate work in progress; ability to establish and maintain cooperative relationships with contractors, County officials, and the general public and to enforce requirements of the building code with firmness and tact.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in engineering with emphasis on structural engineering and five(5) years of responsible experience in construction work, including one (1) year of supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must be certified by the State Board of Housing and Community Development under section 36-137 of the Code of Virginia within three (3) years of date of employment. Shall participate in additional/ongoing training as mandated by the Department of Housing and Community Development.