



CLASS SPECIFICATION FOR
Building Official

GENERAL STATEMENT OF DUTIES: Directs and ensures enforcement of the Virginia Uniform Statewide Building Code and County Building Ordinance throughout Henrico County and heads the County's office of Building Construction and Inspection; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important professional and administrative work involving responsibility for the efficient administration of the Virginia Uniform Statewide Building Code and County Building Ordinance. This class is responsible for the review of all plans for Code compliance and for the inspection of all construction in the County of Henrico. The work is performed under the administrative direction of the Deputy County Manager for Community Development.

EXAMPLES OF WORK (illustrative only):

- Responsible for development and execution of agency's administrative policies and procedures;
- Administers enforcement of all adopted regulatory codes and ordinances pertaining to building construction, electrical and plumbing installation, and condemnation and demolition of buildings and structures;
- Responsible for controlling construction, erection, repair, alterations, demolition, removal and occupancy of all buildings and structures within the County;
- Responsible for assigning, training and evaluating all departmental administrative and inspection personnel;
- Prepares and administers departmental budget;
- Directs all departmental activities, including issuance of permits, notices, certificates, correspondence and stop-work orders;
- Directs inspection activities of the building, plumbing, electrical and mechanical inspection sections;
- Directs the technical review and approval of plans and specifications for new construction and alterations of modifications to existing buildings, structures, electrical, plumbing or mechanical systems;
- Interprets the provisions of the Virginia Uniform Statewide Building Code;
- Coordinates the functions of the department with other County departments and other units of government;
- Recommends amendments to the County Building Ordinance;
- Prepares and reviews amendments to the Virginia Uniform Statewide Building Code;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern building construction practices, methods, materials and equipment; comprehensive knowledge of structural engineering principles and practices; thorough knowledge of State statutes and regulations pertaining to construction; thorough knowledge of State fire and safety regulations; thorough knowledge of construction trades and their interrelationships; ability to examine construction plans and specifications to determine construction costs, adequacy of structural design and to evaluate work in progress; comprehensive knowledge of County electrical codes and related ordinances and National Electrical Code standards; comprehensive knowledge of modern plumbing practices and County plumbing codes and related ordinances; ability to establish and maintain cooperative relationships with contractors, County officials, and the general public and to enforce contractual specifications or building code with firmness and tact.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in structural or civil engineering and eight (8) years of responsible experience in building design and construction work, including two (2) years in a supervisory capacity, and preferably registration as a professional engineer in the State of Virginia; 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.