



CLASS SPECIFICATION FOR:

## Existing Structures Inspection Supervisor

### General Statement of Duties:

Supervise inspection staff to ensure that existing buildings and structures in the County are compliant with the requirements of the Virginia Maintenance Code, Virginia Uniform Statewide Building Code and County ordinances pertaining to unsafe structures, graffiti and blight abatement; performs highly skilled work in enforcing compliance with the Virginia Maintenance Code, Virginia Uniform Statewide Building Code, County and related codes and ordinances pertaining to maintenance, demolition, renovation, modification, alteration or repair to existing buildings and structures; performs inspections of commercial food service businesses for compliance with the Fats, Oils and Grease (FOG) program; does related work as required.

### Distinguishing Features of Class:

This single position job classification is a working supervisor responsible for providing direction and supervision to all levels of assigned building inspectors as well as other assigned staff; assigning work duties and related tasks; reviewing work and reports completed by assigned staff; responsible for ensuring the maintenance and work on existing structures in the County complies with the requirements of the Virginia Maintenance Code and Virginia Uniform Statewide Building Code; and performing inspections as required to balance workloads and address more complex cases. Requires technical judgment and discretion based on considerable knowledge of a wide variety of construction, demolition, renovation, modification, alteration and repair materials and methods, problems and appropriate resolution options. All work is performed in accordance with the Virginia Maintenance Code, Virginia Uniform Statewide Building Code and County codes under the general supervision of the County's Building Official.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Supervises assigned inspection staff responsible for conducting inspections on existing buildings and structures in the County and verifying work is completed in compliance with the requirements of the Virginia Maintenance Code, Virginia Uniform Statewide Building Code and relevant County code;
- Supervises inspection staff including work flow management, assigning work, training, resolving personnel issues, policy setting, leading staff meetings, performance monitoring, coaching, and conflict resolution;
- Serves as working supervisor to balance ongoing caseloads and to address complex or difficult cases and inspections;
- Discusses, investigates and facilitates the resolution of complaints concerning maintenance and building code violations;
- Explains and interprets the maintenance and building code to interested parties;
- Assists in preparation of proposed code changes;
- Assists with the development and implementation of the annual demolition and repair contract for abating unsafe buildings and structures;
- Checks and reviews plans of modifications to existing buildings and structures submitted to the department for conformity to maintenance and building code requirements;
- Makes periodic follow-up building inspections to evaluate performance of subordinates;
- Maintains records of daily inspections and prepares periodic reports.
- Obtains and maintains all required certifications in trade field in accordance with the certification program of the Department of Housing and Community Development;
- Provides training for the existing structure inspection staff on an ongoing basis and for the general public in training formats that may include staff meetings, developing and facilitating training, or coordinating formalized class room instruction provided by other organizations;
- Participates in all required training as mandated by the County and the Department of Housing and Community Development;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Considerable knowledge of building maintenance and construction, materials and methods; considerable knowledge of State building codes and County ordinances governing the construction, demolition, repair and maintenance of buildings; ability to read and interpret plans and blueprints; ability to accurately and consistently interpret and apply complex laws, regulations and policies; critical thinking and problem solving skills with the ability to cost effectively and appropriately



CLASS SPECIFICATION FOR:

## Existing Structures Inspection Supervisor

solve a variety of maintenance and code-related issues within a wide variety of complex regulatory guidelines and requirements; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; ability to lead, manage and partner effectively; ability to establish and maintain a good working relationship with inspection staff, other County staff and other interested parties including, but not limited to citizens, attorneys, real estate property managers, architects, engineers, contractors, owners, other departments and staff; good supervisory skills including good training skills and the ability to effectively manage workloads, programs and assigned projects and to foster and maintain high morale and engagement with staff; ability to accurately compile data and provide detailed inspection and other related reports; strong computer skills with ability to use computer and typical business software, proprietary software and applications for managing staff, maintaining data and producing required documentation and reports; physical condition that permits the activities necessary in and inherent to the supervision of staff inspection duties in a wide variety of indoor and outdoor buildings and construction sites; personal accountability including teamwork and establishing and maintaining positive relationships with County employees and stakeholders engaged in the maintenance, demolition, renovation, modification, alteration or repair to existing buildings and structures and the inspection processes; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County with stakeholders and regulators at the local, state and federal levels. Requires ability to work a flexible schedule as needed.

### Minimum Education and Experience:

Education: Graduation from high school supplemented with courses in structural engineering or other relevant field;

Experience: Five (5) years of construction, enforcement or other relevant work experience, with one (1) year of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.
- Must be certified in trade field in accordance with the certification program of the Department of Housing and Community Development within twelve (12) months of date of employment.
- Must participate in additional/on-going training as mandated by the Department of Housing and Community Development.