



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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Position: Building Inspector

Department: Building Inspection

Reports To: Building Official

Location: County Administration Building

FLSA Status: Non-exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Date or Until Filled

Summary

Under general supervision, performs work of routine difficulty in inspecting residential and commercial structures for compliance with Virginia Uniform Statewide Building Code; performs related work as required. Requires work in a variety of settings, which may include crawlspaces, attics, and other confined spaces, with routine hazards associated with construction review and inspection.

Work Schedule

- Monday – Friday 8:00a.m – 5:00p.m.
- Occasional overtime, including weekends, as needed

Essential Functions

- Performs field inspections of building activities, such as but not limited to; structures, plumbing electrical, mechanical, gas, etc.
- Inspects erosion & sedimentation control
- Responds to questions and concerns from the public, property owners, architects, engineers, and contractors regarding the interpretation of and meeting requirements of code requirements
- Issues corrective notices and stop-work orders; follows up in a timely manner to ensure situations are corrected.
- Prepares and maintains various reports and records and composes correspondence related to inspection activities.
- Works with building inspection staff to schedule orderly activities and inspection events.

Knowledge, Skills, and Abilities

- Working knowledge of building construction practices, materials, and techniques; of basic architectural and engineering practices.
- Ability to read and interpret building construction plans, drawings, and specifications
- Communicate effectively orally and in writing;
- Develop and maintain effective working relationships with internal and external customers.

Education

- High school graduate or equivalent required
- Three years of experience in the discipline of an inspector position or in the construction trade, preferably as a general contractor with exposure to multiple construction disciplines or
- Equivalent combination of training and experience.

Special Requirements and Job Development

- Possess, or obtain within 18 months of employment, certification by the Virginia Board of Housing and Community Development as an Inspector in the discipline for which the inspector is primarily responsible, and
- Possess or obtain within 18 months of employment certification from the Virginia Department of Environmental Quality as an Erosion and Sediment Control Inspector.
- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing, and using hands to finger, handle or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting, and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.