



BUILDING SAFETY & PERMITS INSPECTOR SENIOR

765

Jamestown
1607

DEPARTMENT: County Administration/Building Safety & Permits

NATURE OF WORK:

Performs as Lead Worker of Building Safety & Permits Inspectors engaged in the enforcement of Plumbing/Mechanical, Electrical or Building construction disciplines for work within the County of James City, Virginia. Work is performed under the general supervision of the Chief Building Inspector.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans daily work schedules and sequence of inspections for assigned construction discipline to assure even distribution of work, expeditious handling of priority inspections and meeting of schedules and deadlines; assigns field inspections and investigations.

Acts as liaison between Building Safety & Permits division, trade contractors, and property owners regarding correction of work, additional work to complete construction, and appointments for inspection; also provides liaison with other jurisdictions' inspection departments.

Plans daily work schedules and sequence of inspections for assigned construction discipline to assure even distribution of work, expeditious handling of priority inspections and meeting of schedules and deadlines; assigned field inspections and investigations.

Revises work schedules to meet changes in workload, considering factors such as peak periods, availability of inspectors, and inspection time requirements; reviews for approval subordinate inspectors' requests for leave and assures time sheets are submitted and are accurate.

Maintains daily individual activity report, and daily activity reports of subordinate field inspectors.

Reviews plans for the specific construction discipline with subordinate inspectors and Plans Examiner to ensure that the inspectors are familiar with the correct inspection methods and procedures on the project to which assigned.

Informs Chief Building Inspector of anticipated vacancies, expected increase in workload, or other circumstances which warrant inspection replacements, temporary help, or additional staff.

Recommends reassignments, retention, or release of probationary subordinate inspectors; interviews applicants for vacant positions; evaluates work performance, recognizes outstanding inspectors, and recommends appropriate merit awards.

Interprets policies, codes, and regulations pertaining to the specific building construction discipline in progress; instructs field inspectors in proper use of the governing Code and administrative office procedures and keeps them informed of significant changes; participates in the review of new or revised codes.

Assists inspectors in enforcement of applicable Building Safety & Permits regulations or directs the preparation of documentation in cases where it is necessary to take legal action against violators of building codes and related regulations.

Performs building, electrical, and plumbing and mechanical inspections as necessary.

Attends regional or other meetings that may be necessary, provides information to the public as requested, answers questions on codes and standards.

Assists in the preparation for bringing legal against flagrant and/or repeated code violators.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting and at various locations throughout the County. Requires extensive movement about construction sites. Drives County vehicle to work locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of building trades practices and methods.

Thorough knowledge of the Virginia Uniform Statewide Building Code to perform inspections for the assigned construction discipline for code compliance.

Ability to lead, motivate, train, and work effectively with other inspectors.

Ability to accomplish through others quality and quantity of inspection within constraints of cost and time.

Ability to recognize deficiencies in the assigned construction discipline and knowledge of effective corrective measures.

Ability to enforce the assigned construction discipline with firmness, tact, and impartiality.

Ability to follow established procedures in the performance of a variety of inspection duties.

Ability to plan and schedule work of others.

Ability to maintain records and prepare clear and concise written and oral reports, and communicate with others effectively.

Ability to make improvements in or design new inspection methods and procedures.

Ability to review proposed plans for construction for general conformance to applicable construction and life safety code requirements.

MINIMUM QUALIFICATIONS:

Extensive experience in building code enforcement; some supervisory or lead worker experience desirable. (Building)

Extensive experience in plumbing and mechanical code enforcement; some supervisory or lead worker experience desirable. (Plumbing and Mechanical)

Extensive experience in electrical code enforcement; some supervisory or lead worker experience desirable. (Electrical)

NECESSARY SPECIAL QUALIFICATIONS:

Must possess all certifications required of a Building Safety & Permits Inspector III (Building).

Must possess all certifications required of a Building Safety & Permits Inspector III (Plumbing and Mechanical).

Must possess all certifications required of a Building Safety & Permits Inspector III (Electrical).

Requires a post-offer drug test. Must possess a valid Virginia drivers license and have an acceptable driving record based upon James City County criteria.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Building Safety & Permits Inspector Senior Position Number: 765
Department: County Administration Division: Building Safety & Permits

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand									
Sit									
Walk									
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			