

POSITION DESCRIPTION

Class Title: Building Department Technical Assistant

Department: Public Safety

Worker's Comp Group No.: 054

Date: November 18, 2021

GENERAL PURPOSE

Responsibilities include the issuance of building, electrical, mechanical, and plumbing permits and the enforcement of the Virginia Uniform Statewide Building Code, (Parts I, II & III), as well as State Erosion and Sediment Control Regulations, State regulations for underground storage tanks, State regulations for the removal of asbestos, Town Zoning Ordinance, Cross Connection and BackFlow Prevention Ordinance, and other related codes and ordinances. Performs inspections and other related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Building Official with the enforcement of a variety of codes, including Virginia Uniform Statewide Building Code; Virginia Building Code; Virginia Residential Code; Virginia Mechanical Code; Virginia Plumbing Code; Virginia Fuel Gas Code; Virginia Energy Code; Virginia Rehabilitation Code; Virginia Maintenance Code; Virginia Fire Prevention Code; National Electrical Code, and local codes, such as nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices.

Assist in performing plan review of all types to determine compliance with code requirements and related regulations, etc.

Explains and provides information and assistance regarding all applicable codes to architects, engineers, contractors, developers, property owners, tenants, businesses.

Assists the Building Official with building, plumbing, electrical and mechanical inspections with responsibility for enforcing the Virginia Uniform Statewide Building Code, E & S Control, and other Town Ordinances and Codes relating to the construction of buildings and other development within the town, i.e., assists the Building Official in the permitting function, including application, fee assessment and collection, permit issuance,

inspection and Certificates of Occupancy, etc.

Maintains records and documents of the building department.

Maintains working relationships with the State Fire Marshal's office, Virginia Department of Housing and Community Development, and other state and federal agencies.

PERIPHERAL DUTIES

In the absence of the Building Official or as directed, serves as an ex-officio member of the Board of Appeals and provides records, information, etc.

Assists in the review of proposed subdivision for code compliance.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

At least 3 years of experience and general knowledge in at least one of the following areas: building construction; building construction conceptual and administrative process; building, fire, or housing inspections; plumbing, electrical or mechanical trades; or fire protection, elevator or property maintenance work. Any combination of education and experience that would confer equivalent knowledge and ability may be deemed to satisfy this requirement.

Necessary Knowledge, Skills and Abilities

- A. Thorough and comprehensive knowledge of building construction.
- B. Thorough knowledge of the principles and practices of building, plumbing, electrical, and mechanical code enforcement.
- C. Thorough knowledge of building plans, specifications and drawings.
- D. Ability to read and interpret building plans, specifications and blueprints and to compare them with construction practices.
- E. Ability to contact and deal effectively with contractors, builders, property owners, and the public.
- F. Ability to prepare reports.
- G. Ability to communicate ideas effectively, both orally and in writing.
- H. Ability to become skilled in the operation of the listed equipment.

- I. Ability to become efficient in Town policies, zoning ordinance, other codes, and regulations affecting the Building Department.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment; certification, including but not limited to, (1) plans examiner; (2) combination inspector, within eighteen

(18) months of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in and out of office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, and building sites. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to wear safety equipment required for each duty including, but not limited to, safety goggles/glasses, hard hats, hearing protection, vests, gloves and safety shoes/boots.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. And also, may be required to respond to and work in natural and/or man-made disaster situations.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____

Appointing Authority

Effective Date:

November 20, 1998

Revision History:

October 22, 2013

January 3, 2022

May 21, 2014