



**COUNTY OF YORK JOB DESCRIPTION**  
Building Inspector – Structural  
County Administration  
Building Regulation

Human Resources Department  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
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**GENERAL STATEMENT OF JOB**

Performs skilled inspection work in securing compliance with established codes governing one or more of the following areas of the building trades: electrical, fire, building (construction and energy), mechanical, and plumbing. Performs inspections for materials, health, and safety precautions; interprets, applies, and enforces rules and regulations relating to the construction of new buildings, and the repair of existing buildings. Responsible for reviewing plans and specifications for new construction, alterations, and repairs. Checks plans and specifications for proposed installation to ensure the codes and ordinances have been followed. Work is performed under general supervision.

**DISTINGUISHING FEATURES OF THE POSITION:**

This position is considered to be essential (County designation as ALPHA). In the event of an emergency/inclement weather conditions, the incumbent is expected to remain at the worksite or to report to worksite in accordance with the department's standard operating procedures, or as notified by a supervisor.

**ESSENTIAL JOB FUNCTIONS**

Checks and processes receipt tickets before doing field inspections; notifies contractors, homeowners, or residents if other inspections are required prior to this request. Inspects buildings in the process of construction, alteration or repair for compliance with building code requirements, approved plans, and construction and safety practices; examines plot plans, structural framing, insulation installation, and general arrangement of building facilities and materials.

Performs footing inspections; checks soil conditions, footing requirements, building locations on site including distances from lot lines as well as distances from other buildings; checks for flood zone requirements as needed.

Inspects new and existing residences, businesses, schools and other buildings for conformance with safety standards; inspects mobile homes; prepares job cards and approves or rejects installations.

Maintains all necessary reports and records pertaining to inspections and code enforcement work.

Studies relation of laws to new construction developments.

Investigates new materials and methods which are being introduced to determine if they are acceptable under applicable County and state codes.

Confers with contractors and others regarding codes and plans.

Respond to complaints; serves notifications of violations, and assists in enforcing the Uniform Statewide Building Code (USBC).

Testifies in court as required.

Mediates between contractors, engineers, and property owners.

### **ADDITIONAL JOB FUNCTIONS**

Reviews and studies building code regulations to stay informed of changes in building codes and ordinances; completes necessary classes to maintain required inspection certification.

Performs damage assessment inspections and other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles and practices of one or more of the building trades.

Thorough knowledge of safety procedures and precautions associated with the building trades.

Thorough knowledge of the building codes related to area(s) of assignment.

Effective communication skills.

Ability to investigate and inspect structural work for compliance to code.

Ability to prepare and maintain records and reports pertaining to inspection work.

### **EDUCATION AND EXPERIENCE**

Graduation from high school, and 3 to 5 years experience in construction work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Must possess a valid certificate as a Building Inspector, or have the ability to become certified within 6 months from date of employment. Possession of a valid driver's license issued by the Commonwealth of Virginia.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including copiers, levels, measuring gauges, two-way radios, etc. Must be physically able to operate a motor vehicle. Work involves a great deal of walking, standing, climbing stairs and ladders, and stooping while performing inspections. There is occasional crawling involved when inspecting work in attics or crawl spaces

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from others.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, permits, applications, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, permits, architectural reports, code explanations, etc., using prescribed formats and conforming to accepted rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_