



**COUNTY OF YORK JOB DESCRIPTION**  
Building Inspector – Plumbing & Mechanical  
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 plumbing in addition to one or more of the following areas of the building trades: building (construction and energy), and mechanical. Inspects a variety of building, plumbing, and mechanical installations for quality of workmanship, materials and safety precautions; interprets, applies, and enforces rules and regulations relating to the construction of new buildings and the repair of existing buildings; interprets, applies and enforces rules and regulations relating to plumbing and mechanical installation in new and existing buildings. 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**

Inspects buildings in the process of construction, alteration or repair for compliance with building code requirements, approved plans, and construction and safety practices; general arrangement of building facilities for quality of design, materials and workmanship.

Inspects plumbing, heating and air conditioning systems of building structures; reviews newly issued building permits along with plans and specifications for proper plumbing, heating, air conditioning, and ventilation systems; assists and advises contractors and others regarding pertinent regulations.

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

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

Testifies in court as required.

Attends and participates in meetings, or prepares correspondence, with builders and contractors to advise them of code changes and violations at construction sites.

Investigates, reports on complaints, and pursues remedies.

### **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.

Mediates between contractors, engineers, and property owners.

Performs damage assessment inspections and performs other related work as required.

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

Thorough knowledge of the principles and practices of plumbing, to include working on gas systems.

Thorough knowledge of safety procedures and precautions associated with the installation and repair of plumbing systems.

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

Effective communication skills.

Ability to investigate and inspect plumbing and mechanical 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 residential and/or commercial electrical building, mechanical or plumbing construction work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Must possess valid certifications as a Plumbing and Mechanical inspector, or have the ability to become certified within 6 months. Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires a Plumber's journeyman's card.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including lead solder test kits, levels, tape measures, etc. Must be physically able to operate a motor vehicle. Work involves a great deal of walking, standing, 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 reports, forms, permits, 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 machinery and equipment, and to operate motor vehicles.

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