



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Chief Building Official  
(28070)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Department of Building Inspections  
(18)*

**Revision Date:** January 2008

**General Description:** This is an executive level professional position. The incumbent performs complex administrative and technical tasks to assist with the implementation and enforcement of the County building code and related laws and ordinances.

**Organization:** The Assistant Chief Building Official reports to the Chief Building Official and supervises ten (10) Building Inspectors. The incumbent has indirect supervisory responsibility for all employees in the Department.

### **Essential Functions:**

- Supervises employees, performing related human resources functions and competing necessary paperwork.
- Assists the Chief Building Official with planning and directing the activities to enforce the building code and related laws and ordinances.
- Assists with the administration and development of policies, procedures, and budget.
- Directs all field inspection activities.
- Receives and responds to inquiries and complaints regarding construction-related matters.
- Manages programs, such as "Unsafe Building" and "Amusement Device Safety Inspection".
- Provides oversight of the department safety program.
- Procures and maintains inspection-related equipment.
- Represents the department in court proceedings.
- Provides technical assistance as needed to County Administration, members of the Board of Supervisors, County staff.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
- Potential danger around construction sites
- B. Environment
- 80% Office
  - 20% Field – May work outside in adverse weather conditions
- C. Physical Effort
- Driving, walking, crawling, climbing are necessary to perform the functions of this position
- D. Exempt
- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Requires an extensive knowledge of modern building construction practices, methods, materials, equipment, and engineering principles. Must know State fire and safety regulations and the Virginia Uniform Statewide Building Code. Must have the ability to evaluate work in progress and to establish and maintain cooperative relationships with contractors, County officials, and the general public. Negotiation and enforcement skills, required.

**Education, Experience and Training:** Bachelor's degree (preferably in engineering, architecture or building construction) required with at least five (5) years of related experience, including progressive supervisory experience – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including finger printing
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Certification in accordance with the "Virginia Certification Standards" required within one year of employment.
- Work beyond normal work schedule, including callbacks