



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Chief Building Official  
(29010)

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 serves as Department Head and performs complex administrative and technical work to implement and enforce the County building code, property maintenance code, unsafe building program, weed overgrowth program and related laws and ordinances.

**Organization:** The Chief Building Official reports to the Deputy County Administrator for Community Development and directly supervises the Assistant Chief Building Official, Plans Examiner and the Customer Service Manager and has indirect supervisory responsibility for all employees in the Department.

**Essential Functions:**

- Plans and directs the activities to enforce the building code, property maintenance code, unsafe building program and weed overgrowth program and related laws and ordinances.
- Supervises building, plumbing, electrical and mechanical plan review and inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and maintenance of buildings within the County.
- Interprets the Virginia Uniform Statewide Building Code, including the issuing of modifications to the Code when warranted.
- Manages the administration and development of policies, procedures and budget.
- Meets with architects, engineers, contractors and citizens on matters concerning the built environment and other related matters.
- Receives and responds to inquiries and complaints regarding construction-related matters.
- Prepares a variety of reports and correspondence on departmental activities.
- Coordinates the functions of the department with other County departments and agencies and other units of government.
- Provides oversight of the department safety program.
- Represents the department in court proceedings.
- Provides technical assistance as needed to County Administration, members of the Board of Supervisors and County staff.
- Provides for emergency response for the assessments of damaged buildings and structures.
- Overall responsibility for tracking building permits for all departments.

**Working Conditions:**

- A. Hazards
  - Potential danger around construction sites
- B. Environment
  - Office
  - 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:** Comprehensive knowledge of modern building construction practices, methods and materials, required. Comprehensive knowledge of building construction engineering and fire protection engineering principles, required. Thorough knowledge of the Virginia Uniform Statewide Building Code and related laws and ordinances, required. Ability to establish and maintain cooperative relationships with contractors, designers, County officials and the general public and to enforce the building code and related laws and ordinances with firmness and tact, required. The ability to evaluate works in progress, required. Negotiation and enforcement skills, required. Effective oral and written communication skills, required.

**Education, Experience and Training:** Bachelor's degree in engineering, architecture, building construction or related field required with at least eight (8) years of progressively responsible related experience, three (3) of which must have been in a supervisory or managerial position – **OR** – Any equivalent combination of education, experience, and/or training that provides the required knowledge, skills and abilities may be acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Completion of State orientation course for building officials within ninety (90) days of employment
- 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