JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.

COMBINATION INSPECTOR

Department: Planning and Codes Compliance
Pay Grade: 210
FLSA Status: Non-Exempt

JOB SUMMARY
Responsible for performing a designated combination of inspections to plumbing, mechanical, electrical, gas, fire protection, erosion and sediment control, stormwater management, and building construction for residential projects and commercial/industrial inspections in accordance with the Virginia Uniform Statewide Building Code, Virginia Property Maintenance Code and Williamsburg City Code.

ESSENTIAL JOB FUNCTIONS

• Assists with clerical work including answering telephones, completion of routine reports and notices.
• Performs inspections as part of a property maintenance inspection program.
• Assists with scheduling and monitoring new construction projects and managing delinquent and aging permits.
• Performs new construction inspections under the supervision and direction of the Deputy Director of Planning and Codes Compliance.
• Performs erosion and sediment control inspections.
• Performs stormwater management inspections related to new construction.
• Performs field inspections of buildings and structures for compliance with the Virginia Uniform Statewide Building Code and Williamsburg City Code.
• Performs plan review in the specific trade of the position.
• Investigates complaints of sub-standard and hazardous conditions in existing buildings and properties.
• Initiates notices of violations on properties found not to be in compliance.
• May be required to respond to emergency conditions on a limited basis, including but not limited to damage assessment after weather events.
• Remains current on changing Codes.
• Performs other related job duties as assigned.
Additional Duties and Responsibilities

Additional requirements related to a specific discipline:

**Plumbing / Mechanical Inspector:**
Responsible for the daily inspections of residential and commercial plumbing and mechanical systems, fire sprinkler and commercial hood suppression systems, erosion and sediment control inspections, the City Backflow and Maintenance Inspection program, and other trade inspections as assigned. Conducts city code/USBC enforcement activities related to property maintenance, and rental housing inspections. Responsible for inspections and assisting with plan review related to plumbing/mechanical and fire suppression systems.

The following state certifications and the ability to perform inspections must be demonstrated within 3 years of employment:

- Certified Backflow Prevention Device Inspector;
- Commercial Plumbing Inspector / Plan Reviewer; and
- Commercial Mechanical Inspector / Plan Reviewer.

**Building / Electrical Inspector:**
Responsible for the daily inspections of residential and commercial building systems, electrical systems, fire alarm systems, erosion and sediment control inspections, and other trade inspections as assigned. Conducts city code/USBC enforcement activities related to property maintenance, and rental housing inspections. Responsible for inspections and assisting with plan review related to building systems, electrical systems, and fire alarm systems.

The following state certifications and the ability to perform inspections must be demonstrated within 3 years of employment:

- Commercial Building Inspector / Plan Reviewer; and
- Commercial Electrical Inspector / Plan Reviewer.

**QUALIFICATIONS**

**Education and Experience:**
- High School Diploma or GED equivalent;
- Supplemented by trade, apprentice, or vocational school programs in one or more building construction disciplines; and
- Three (3) years of experience as a building inspector or in one or more areas in the construction field; or
- An equivalent combination of education and experience.

**Special Qualifications:**
- Virginia Department of Housing and Community Development certification as a Residential Combination Inspector and Property Maintenance and Housing Inspector required within three (3) years of employment; and
- Certification as a Residential and Commercial Inspector in primary trade area(s) required within 18 months of employment.
- DEQ Certification as Erosion and Sediment Control and Stormwater Inspector within 18 months of employment.
Preferred Qualifications:
- Certification as a Commercial Combination Inspector.
- Certification as an Amusement Device Inspector.

Knowledge, Skills and Abilities:
- Requires reasonable knowledge of all aspects of residential building construction including plumbing, electrical, mechanical, and gas fitting trades.
- Requires specific knowledge of construction terminology, practices and code requirements for the specific trade area(s) of hire and general knowledge of construction practices.
- Computer and interpersonal skills required to include the ability to write letters and reports.
- Must possess excellent negotiation and conflict resolution skills and be able to communicate effectively verbally and through written reports.
- Ability to make independent judgments regarding routine code matters.
- Ability to read and interpret building plans, and blue prints.
- Ability to read and interpret site plans, keep records and make reports in a prescribed format.
- Ability to work with citizens, neighborhood groups, contractor groups, and other local and state agencies.
- Ability to do field inspections that involve physical agility.
- Ability to distinguish colors and textures.

**PHYSICAL DEMANDS**
The work is light and requires exerting up to 25 to 50 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Work is regularly performed in an environment where errors on their part can lead to significant physical or mental consequences for them or others. Administers work typically in the field which requires bending, climbing, crawling, fingering, mental acuity, stooping, visual acuity and walking.

**WORK ENVIRONMENT**
This position is located in the Planning Department Codes Compliance Division in the Municipal Building, with field work on public and private property. May occasionally work in inclement weather and over rough terrain.