


Title: Combination Code Inspector	
Department: Community Development	
Status: Non-Exempt	

Summary Objective

Under limited supervision, performs technical and enforcement duties to ensure that the State's building, electrical, mechanical, and plumbing codes and regulations and other aspects of the Virginia Uniform Statewide Building Code are enforced. Work involves reviewing applications and plans, conducting on-site inspections of properties, storage tanks, etc. in accordance to the policies and procedures of the department. Work also involves educating the public on various safety concerns and code compliance.

This position reports to the Building Official.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Performs building, electrical, mechanical, and plumbing inspections in accordance to accepted departmental procedures and guidelines; inspects fire suppression and protection systems, spray booths, tank installations, etc.; maintains an accessible file system of permits and other department correspondence.
- Notifies property owners, contractors, developers, etc. of violations of the building, electrical, mechanical, and plumbing codes. Researches Codes.
- Receives and answers questions from residents, contractors, developers, etc. concerning departmental policies, procedures and activities; assists homeowners in acquiring permits.
- Inspects the structural damage done to a building after a fire or other disaster; ensures the structural integrity of the facility. Performs damage assessment of existing buildings as part of the City's emergency response plan or in case of emergency after hours and on weekends in an on-call capacity.
- Reviews less complex building, electrical, mechanical, plumbing, structural and sprinkler system plans.
- Receives and reviews applications for building, electrical, mechanical, and plumbing permits, reviews tradesman and contractor credentials as required for permit issuance and ensures business license is valid.
- Serves as a member to various committees etc., attending meetings and providing information based on expertise and observations as appropriate.
- Provides technical assistance to contractors, developers, homeowners and general public as necessary.

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- Participates in legal proceedings.
- Attends training sessions, classes, etc. as appropriate, to enhance and maintain knowledge of trends and developments in the building, electrical, mechanical, and plumbing inspection trades and regulations.
- Performs various clerical duties, including pulling files, making copies and answering the telephone. Keeps City vehicle serviced.
- Performs related work as assigned.

Knowledge, Skills, and Abilities:

Knowledge of the inspection practices and procedures of the department. Knowledge of federal, state and local laws, regulations and codes governing building, mechanical, electrical and plumbing safety and public safety. Knowledge of the departmental procedures used to perform building, mechanical, electrical, plumbing, etc. inspections. Skill in the use of a gauge, meter, circuit tester and other inspection tools. Skill in the writing and review of technical reports. Ability to exercise independent judgment and initiative in applying standards to a variety of work situations. Ability to exercise considerable tact and courtesy in frequent contact with the public. Ability to establish and maintain effective relationships as necessitated by work assignments. Knowledge of the inspection practices and procedures of the department.

Minimum Education and Experience Requirements:

- Requires High School graduation or GED equivalent and vocational/technical school training in building construction, building trade (electrical, plumbing, mechanical) and design.
- Three (3) to five (5) years responsible work experience conducting building, mechanical, electrical, and plumbing inspections; or any related experience which provides the required knowledge, skills and abilities.

Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- License in Mechanical, Electrical or Plumbing trade.
- Must have, or the ability to obtain, certification from International Code Council (ICC) and Department of Housing and Community Development (DHCD) as Residential and Commercial Combination Inspector which encompasses eight (8) examinations and certifications, any one of which must be issued within eighteen (18) months of hire to the position. The balance of the certifications must be earned within thirty-six (36) months of hire to the position.

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- Must attend and complete Virginia Building Code Academy modules for each discipline as necessary.
- Residential and Commercial Building Plans Examiner highly desired. Certified Building Official also highly desired. Association of Floodplain Managers CFM also desired Certification in Federal Emergency Management Agency Independent Study (FEMA IS) 100, 200, 700, 800 required within one (1) year of hire.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Must be physically able to operate a variety of mechanical, electrical and plumbing tools and aids including multimeters, circuit testers, tachometers, light meters, etc. and a main frame computer. Must be capable of pushing and pulling up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, push, pull or otherwise move objects. Physical demands are for light work.
- 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.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors; giving instructions, assignment or directions to subordinates and advising the public on divisional policies.
- Requires the ability to read a variety of plans, specifications, applications, diagrams, codes, policy manuals, etc. Requires the ability to prepare correspondence, reports, violation notifications, certifications, etc., using prescribed formats. Requires the ability to speak with poise, voice control and confidence.
- Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages including medical, mechanical, electrical, and legal and inspection terminology.
- Requires the ability to add and subtract; multiply and divide; utilize decimals and percentages; interpret graphs; perform calculations involving variables, formulas and square roots.

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- Requires the ability to specifications and diagrams to ensure the compliance to city policies.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and inspection tools.
- Requires the ability to handle a variety of items such as office equipment and inspection tools. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Must be adaptable to performing under variable levels of stress.
- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.
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Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

Disclaimer: This Job Description does not constitute an employment agreement between the City of Franklin and an employee. This job description is subject to change by the City as its needs change.