



City of Colonial Heights, Virginia

# Building Official

**Salary Range:** \$72,884 - \$125,120; DOQ

**Application Deadline: Open Until Filled.**

The City of Colonial Heights is seeking a qualified candidate to fill the position of full-time Building Official. This position is responsible for enforcing the uniform statewide building code and other applicable laws, regulations, and rules. The City of Colonial Heights is 8.15 square miles and located 20 miles south of Richmond, Virginia.

## Examples of Duties

Organizes and directs building inspection activities. Reviews all building plans for compliance. Enforces compliance with the VA USBC and Property Maintenance Code and City Code, as applicable. Determines fees for permits. Investigates complaints and makes emergency inspections. Issues warnings and stop work orders. Addresses public and professional inquiries. Approves final inspections and issues certificates of occupancy. Maintains all records regarding inspections. Other duties as assigned.

## Education & Experience

- High School Diploma and over ten years directly related supervisory experience or, Two years of college or Associate's Degree and over ten years directly related professional experience or, A Bachelor's Degree and over five years directly related professional experience or, Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Certification Requirements:
  - Must possess certification as a residential and commercial inspector from VA DHCD or obtain within a year of employment
  - Must possess Building Official Certification or must obtain certification within 1-year of initial employment.
- Knowledge of relevant Federal, State, and local laws, rules, regulations, and ordinances.
- General knowledge of building, plumbing, electrical, mechanical, safety, energy, housing, and related codes.
- Knowledge of the principles, practices, methods, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Ability to understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards.
- Ability to evaluate and development improvements in operations, procedures, and policies.
- Knowledge and ability to effectively use computer systems, software applications, and business equipment to perform a variety of work tasks.
- Must have strong leadership, supervisory, organizational, communication (oral and written), and customer service skills.
- Ability to plan, organize, direct and evaluate the work of subordinate staff.
- Ability to build strong working relationships within and across departments, with the City's Management team, the Mayor and City Council, contractors, citizens, and the community.

**To Apply:** All candidates must submit a complete City of Colonial Heights online employment application. Visit the following City website link to apply online and view full announcement: [www.colonialheightsva.gov](http://www.colonialheightsva.gov)

*The City offers an excellent benefits package including: health insurance with dental and vision coverage (Anthem, Delta Dental, & Blue Vision), retirement (VRS & Mission Square), life insurance, supplemental retirement (Roth IRA & 457 Def. Comp.), voluntary benefits (FSA & Colonial Life products), EAP, and paid leave and holidays.*

The City of Colonial Heights is an Equal Opportunity Employer