

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5313

TITLE: MASTER COMBINATION INSPECTOR

GRADE: S-22

DEFINITION:

Under general supervision, performs multidisciplinary inspections of commercial and residential structures involving the application of mechanical, electrical, gas, plumbing and building construction codes, ordinances and regulations, exercising considerable judgment and initiative; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Master Combination Inspector differs from the Combination Inspector in that the Master Combination Inspector inspects **both** residential and non-structural elements of commercial buildings, and possesses the nine certifications required to perform both types of inspections, whereas the Combination Inspector inspects **either** residential or non-structural elements of commercial buildings, and possesses only the certifications required to perform either residential or non-structural elements of commercial building inspections.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Inspection

- Inspects commercial and residential building construction to ensure that building construction and the installation of mechanical heating, ventilation and air conditioning (HVAC) systems, electrical systems, and plumbing are performed in compliance with applicable state, national and local codes and ordinances and approved plans and permits; Addresses life safety issues as priorities;
- Inspects contractor's field operations for compliance with the Virginia Occupational Safety and Health Act (VOSHA), notifies them of any safety hazards, reports offending parties, and notes violations and corrective action needed or taken;
- Holds pre-construction conferences with contractors, owners and builders to discuss code requirements and inspection procedures;
- Inspects water supply connections in commercial or residential buildings for unprotected cross connections to ensure the proper backflow prevention devices are installed to prevent contamination of the domestic water supply.
- Performs emergency inspections, as required, and investigates damaged structures to determine extent of damage, if structure is safe to occupy and what plans/permits are required for reconstruction, and performs FEMA damage assessments

Enforcement

- Prepares documentation related to the outcome of inspections and records inspection results in County database;
- Prepares and issues Notice of Violations, Stop Work Orders, Corrective Work Orders, Unsafe structures reports, memoranda and other correspondence and initiates corrective procedures to obtain voluntary compliance;
- Testifies in civil and criminal court proceedings and in appeals board hearings;
- Responds to complaints regarding new construction, unpermitted construction and existing structures; investigates, researches and analyzes the code complaint to determine its merits, reports the findings, and requires corrective action when necessary;

- Coordinates enforcement efforts with other County agencies and branches, as appropriate.
- Placards unsafe structures which are dangerous to life, health, and safety of occupants and the general public;
- Serves as a technical assistant to the Building Official.

Plan review

- Examines and interprets plans for the proper installation of mechanical, electrical, plumbing and building equipment, and approves minor changes to plans in the field or requires plans to be revised and resubmitted for approval as appropriate;
- Examines and interprets plans for the proper installation of fire protection and American Disabilities Act (ADA);

Communication/Public Interface

- Meets with homeowners, developers, engineers, contractors and interested citizens to provide information and answer questions about County development regulations applicable to commercial or residential construction;
- Appears at civic association meetings to present material on permit, plan and inspection requirements to help educate citizens on the Code and emphasize life safety matters;
- Researches and investigates the applicability of new products and applications to be used in field situations and communicates results to colleagues;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Working knowledge of the Virginia Uniform Statewide Building Code; Working knowledge of the Virginia Occupational Safety and Health Act;

Considerable knowledge of the theories and practices of the National and State mechanical, electrical, plumbing, gas, building, and fire codes and regulations;

Working knowledge of the American National Standard for Handicap Accessibility, ADA

Considerable knowledge of the equipment, materials and methods used in the repair and/or construction of commercial buildings or residential homes;

Ability to read and interpret mechanical, electrical, plumbing, gas and building plans, specifications, blueprints, drawings, regulations, legal documents, and maps.

Ability to interpret a variety of codes and keep abreast of code modifications, code updates, new technology, materials and installations;

Ability to use personal computer software, access centralized information systems to retrieve and enter data;

Ability to maintain effective and courteous relationships with builders, contractors, the public and fellow employees, and to communicate effectively with a diverse community;

Ability to communicate clearly and concisely, both orally and in writing, and to properly articulate the necessary action to clear a violation;

Ability to serve as an expert witness;

Ability to analyze and resolve field problems;

Ability to use sound judgment in making independent decisions;

Ability to work with and train new personnel;

Ability to work outdoors in extreme weather.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from high school or a G.E.D. issued by a state department of education; PLUS

Five years of construction and/or inspection experience.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

Certification by the Virginia Department of Housing and Community Development (VDHCD) in all of the following:

Building Inspector One and Two Family Dwelling
Electrical Inspector One and Two Family Dwelling
Mechanical Inspector One and Two Family Dwelling
Plumbing Inspector One and Two Family Dwelling
Building Inspector General
Electrical Inspector General
Mechanical Inspector General
Plumbing Inspector General
Fire Protection Inspector General

NECESSARY SPECIAL REQUIREMENTS:

Subject to 24 hour call back and must, therefore, be able to work emergency overtime.

Subject to working in adverse weather conditions.

Possession of one or more of the following certifications may be required for certain positions as identified to the Department of Human Resources:

Basic Instructor certification issued by VDHCD
Advanced Instructor certification issued by VDHCD
Fire Protection Plans Reviewer certification issued by VDHCD
Building Plans Reviewer certification issued by VDHCD
Residential Building Plans Examiner certification issued by VDHCD
Plumbing Plans Reviewer certification issued by VDHCD
Electrical Plans Reviewer certification issued by VDHCD
Mechanical Plans Reviewer certification issued by VDHCD
Certified Building Maintenance Inspector certification issued by VDHCD
Amusement Device Inspector certification issued by VDHCD
Residential Energy Inspector/Plans Examiner certification issued by the International Code Council (ICC)
Accessibility Inspector and Plans Examiner certification issued by the ICC.

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