

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS: 5319

TITLE: BUILDING INSPECTOR

GRADE: S-16

DEFINITION:

Under close supervision, performs standardized field inspections of average difficulty involving building inspection work; inspects the installation and testing of fire protection equipment and systems; provides assistance to higher-level inspectors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the entry level class for Building Inspectors. Work is performed under close supervision with specific guidelines and instructions during the initial learning period. After the initial learning period, routine duties are performed under general supervision. An incumbent in this class receives on-the-job training for at least one year, during which he/she is expected to acquire the knowledge, skills and abilities of a journey-level Senior Building Inspector. After a minimum of one year, if the incumbent demonstrates journey-level knowledge, skills, and abilities, he/she can progress noncompetitively to the Senior Building Inspector level.

ILLUSTRATIVE DUTIES:

Assists with the inspection of job sites for compliance with all applicable codes and standards pertaining to the installation, testing and inspection of fire protection equipment and systems, and witnesses the required performance tests conducted by the installing contractor;
Assists with the investigation and troubleshooting of problems related to fire protection equipment and systems as they occur in buildings;
Inspects all types of construction for compliance with applicable building codes;
Checks for field conformance to approved plans;
Investigates citizen complaints against builders, and recommends corrective action when necessary;
Receives/responds to inquiries from citizens, contractors, owners/developers regarding fire protection equipment and system requirements, installation status, etc;
Maintains records of completed inspections of, and/or performance test results on, fire protection equipment and systems;
Coordinates inspections with other County agencies (e.g., the Department of Environmental Management, Fire and Rescue Department, Health Department) as required;
Attends meetings and conferences;
Prepares clear and concise reports;
May assist with the examination of plans prior to the issuance of permits, and with permit issuance;
Reads and checks structural drawings for all types of construction units.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of fire protection equipment and systems;
Knowledge of the fundamentals of building construction;
Ability to read and interpret plans and specifications;
Ability to use sound judgment in making independent decisions;

CLASS: 5319
Page 2

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Ability to prepare clear and factual reports;
Ability to maintain effective relationships with the public and fellow employees;
Ability to follow oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Four years of responsible construction work, including either two years in the building trade or
two years installing and repairing fire protection equipment and systems.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License is required for some positions in this class.

REVISED: June 4, 1998
REVISED: April 25, 1997