

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5330 **TITLE:** CHIEF ELECTRICAL INSPECTOR **GRADE:** S-27

DEFINITION:

Under general direction of the Director of Inspection Services and/or the Deputy Director, achieves code compliance on construction projects by managing electrical inspectors and supervisors; interprets, according to the authority delegated by the Director of Inspection Services, the building requirements in the Virginia Uniform Statewide Building Code and County ordinance provisions for builders, developers, contractors and citizens; implements a Combination Inspector program for buildings; and performs related work as required.

ILLUSTRATIVE DUTIES:

Provides effective leadership for electrical inspectors and field supervisors;
Reviews the work of subordinates and provides guidance on County and State requirements;
Responds orally and in writing to inquiries from builders, contractors, developers, engineers, and citizens on County and State requirements;
Serves as liaison between the Department of Environmental Management and the State Review Board and other code-related boards and commissions;
Chairs meetings with inspectors, contractors, builders, developers, and others;
Prepares and presents training programs for inspectors on inspection procedures and code requirements;
Reads and interprets plans; prepares testimony on code-related changes; investigates complaints;
Establishes policies for effective inspections;
Seeks innovative solutions to improve inspection procedures;
Prepares annual budget requests, fee schedules, etc.;
Organizes inspectors for effective enforcement;
Provides interpretations on code requirements according to designated authority;
Manages implementation of a Combination Inspector program for buildings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory and practice of civil engineering;
Knowledge of the principles of building construction;
Knowledge of National, State and County building codes;
Ability to read and interpret plans and specifications;
Ability to manage the work of a group of inspectors;
Ability to write reports, letters, fee schedules, and ordinances;
Ability to maintain effective cooperative relationships with the public and coworkers;
Ability to coordinate work with the work of others.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a degree in engineering; plus three years of experience, either as a first-line construction supervisor or in construction code administration.

CERTIFICATES AND LICENSES REQUIRED:

Desirable qualifications include registration in Virginia as an Engineer in Training or Professional Engineer; certification as a Certified Building Official by the Council of American Building Officials; or certification as a Certified Professional Code Administrator by the National Academy of Code Administration.

REFORMATTED/REVISED: December 3, 2007

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