



Building Official & Zoning Administrator

General Description

The Building Official & Zoning Administrator performs both administrative and field duties related to building inspections and zoning as well as directs the maintenance and repair of City owned buildings. Duties include the planning and completion of building inspections and plan reviews to assure implementation of the Virginia Uniform Statewide Building Code as well as implementation of the City's Zoning Ordinances. Applicants must possess or can obtain the standing of Certified Building Official and Zoning Administrator within one year of employment.

Essential Job Functions

- Researches and maintains currency in all applicable building codes; advises citizens and building professionals on construction requirements.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information
- Reviews plans and specifications; advises citizens and building professionals on needed corrections or changes to promote code compliance.
- Assists with building permit processes; calculates fee and issues permits and occupation requests.
- Performs on-site inspections to ensure compliance with all applicable building codes; issues written warnings and violation notices, if necessary, as well as provides approvals upon all requirements being met in specific areas.
- Responds to complaints of code violations; inspects and verifies compliance or non-compliance with applicable codes and investigates structures where fires have occurred.
- Prepares logs, forms, and reports documenting results of inspections and other events or activities; enters and maintains building permit and plans records; testifies in court as required.
- Provides interpretation of and technical assistance; ensures compliance with the Zoning, Sign, and other related City ordinances.
- Serves as a resource to City officials related to Zoning activities and interpretation.
- Review comprehensive site plans; provides information of permitting and related requirements.
- Conduct research to document and prepare Zoning and verifications.
- Assists the City with projects and proposals, including grant applications, and environmental reviews.
- Management of storm water, erosion control, and sediment control inspections.
- Prepares public hearing notices for media as necessary.

- Meet with the public in a positive and professional manner; hold discussions and answer Zoning related questions, as well as by phone and written communication in a professional manner.
- Receive applications and prepare reports, agendas, and presentations related to Zoning appeal requests and Zoning variance requests.
- Serve as staff support to the Planning Commission and Board of Zoning Appeals.
- Acts as back-up for front desk and phone coverage and assists other departmental staff as needed.
- Performs other duties as apparent or delegated.

Knowledge, Skills, and Abilities

- Collects, classifies, and formats data or information.
- Communication skills include oral and written communications in a professional manner.
- Mathematical skills include rates, ratios, percentages, and areas.
- Ability to read technical instructions, charts, and/or manuals; compose routine reports and complete forms.
- Ability to perform skilled work involving rules/systems with almost constant problem solving, requiring occasional exposure to timelines or pressure.
- Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.
- Proficiency with the current Microsoft Office Suite applications, especially Excel, PowerPoint, Publisher, Word, and Outlook.
- Must be able to multi-task while providing excellent customer service to internal and external customers.
- Ability to independently review code sections and apply.

Education and Experience

Minimum high school diploma or GED supplemented by coursework in a variety of inspection specialties or related field. Preference for Associate's/Technical degree with coursework in planning, public policy, engineering, construction, and experience in code enforcement or an equivalent combination of education and five (5) years of experience in a related position. Preference to prior local government work and certifications in the work area.

Special Qualifications

Valid Commonwealth of Virginia driver's license with good driving record. The selected candidates will be required to pass a physical and drug screening.

Certifications and Preferences

Knowledge of the Virginia Uniform Statewide Building Code and Local Zoning Ordinances. Preferred Certifications from the Virginia Department of Housing and Community Development (VDHC) such as building official and related areas and stormwater management/erosion sediment control are preferred and will be required within timelines if the successful candidate does not possess.

Additional Requirements Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: particularly for sustained periods of time.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.

