



## **Code Inspector I – Code Enforcement #00626**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 18, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 20

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Inspect existing structures, properties and premises for compliance with the Virginia Maintenance Code and the city's property maintenance and housing ordinances. In accordance with policy and procedure, take all appropriate enforcement actions necessary to achieve compliance. Coordinate with staff in the department and in other departments to assist in achieving the overall goals of compliance and neighborhood preservation.

### **Representative Work Functions and Responsibilities**

- Inspect existing structures, properties, and premises at the site of complaints, while patrolling an assigned zone and while performing systematic inspections; and note violations and record inspection results in the code enforcement database system;

determine if violations are serious enough to warrant placarding a structure as unsafe and take action to have such structures repaired, vacated, secured or demolished.

- Input inspection results, draft electronic notices of violation and update case information within the code enforcement database system; prepare inspection reports and notices of violation for mailing; maintain electronic records and logs which may be used at a later time for financial reimbursement or documentation in court cases.
- Meet with complainants, tenants, landlords, and property owners to identify and explain violations and what corrections need to be made; meet with civic leagues and other community groups to answer questions and provide information on code enforcement activities; meet with community leaders and residents prior to performing systematic inspection projects in their neighborhoods.
- Research property information using several electronic database systems.
- Courteously and effectively communicate with recipients of notices of violation, complainants, tenants, property owners and city staff in a timely manner; provide accurate and appropriate information.
- Review unresolved cases on a daily basis and proceed with appropriate enforcement action.
- Refer properly identified properties to a specialist to be mowed, cleaned, cleared, secured, or demolished by the City's contractor; refer properly documented inoperative vehicles to the specialist to be towed by contractor; issue summonses or warrants to property owners or other responsible parties in person or through the magistrate for unresolved code violations.
- Prepare for and effectively participate in court action as needed, coordinate with staff, supervisors and city attorney personnel.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Closely follow division's policies and procedures.
- Conduct inspections in accordance with all applicable codes and standards.
- Work effectively with internal and external agencies to achieve goals.
- Properly document cases and provide timely case updates in the code enforcement database system.
- Properly enter code violation information into the electronic database and draft accurate and complete inspection reports.

- Summonses are drafted accurately and issued in accordance with established office procedures.
- Effectively adapt to and apply new technology (e.g., department/division databases).
- Telephone calls and emails are answered promptly and courteously.
- Meetings with customers are arranged in a manner to meet the needs of all parties.
- Maintain accurate records and provide accurate testimony in court and before the Local Board of Building Code Appeals.
- Meet productivity, complaint investigation, case processing, case follow-up and reporting requirements.
- Improve knowledge, skills, and abilities on an ongoing basis

## **Minimum Qualifications**

- High school or GED plus four (4) years' experience providing the required knowledge, skills, and abilities in fields such as general building construction, building, fire or housing code inspections, and/or plumbing, electrical, and mechanical systems; or positions working in the field and with the public conducting inspections, investigations, and/or explaining regulations for compliance; or any equivalent combination of education (above high school), training, and/or experience which provides the required knowledge, skills, and abilities.
- Must have a current and valid driver's license.

## **Special Requirements**

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must obtain certification as a Property Maintenance & Housing Inspector within 18 months from date of employment in accordance with the Virginia Certification Standards.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not*

*discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*