



**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 35% (1) Reviews plans, blueprints, specifications, and other project documentation in order to evaluate applications for building permits and to ensure compliance with state and local building codes, National Electric Code, plumbing code, zoning code, and other applicable requirements; consults with planners, architects, engineers, and others regarding project compliance; issues construction permits for approved plans; prepares and maintains records, reports, and other documentation related to the operation of the department; forwards commercial plans to plans examiner for review.
- 30% (2) Oversees the operation of the building department; oversees inspections of residential and commercial properties rough through final to assure compliance with municipal, state, and national building codes to identify defects in structure, checks framing, plumbing, heating and electrical; oversees the issuance of building permits, provides corrected information; issues violation notices such as stop work, approval and red tags; conducts follow-up inspections; issues and authorizes final certificate occupancy; issues conditional certification of occupancy; ensures that all proposals for development of vacant parcels and additions to existing structures comply with zoning code.
- 30% (3) Consults with architects, engineers, builders, contractors and property owners regarding the provisions of the building codes, ordinances, law and design criteria and requirements; responds to complaints; makes recommendations and assist to solve construction problems; reviews and recommends updates to code; maintains records related to inspections conducted and permits issued in accordance with department rules; prepares statistical reports; prepares inspection, building and division yearly reports.
- (4) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.
- (5) Maintains required licensure and certifications, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (8) Performs other duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** inventory control; purchasing; two-way radio operations; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* computers and computer programs (e.g., Microsoft Office, etc.); office practices and procedures; electrical principles; utility construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; employee training and development; supervisory principles and practices; English Grammar and spelling; construction methods in carpentry, plumbing, and street; zoning, development standards, building codes; Ohio Building Code; building practices and techniques; electrical systems; HVAC systems; plumbing systems; inspection techniques; National Electrical Code; code enforcement procedures; local geographic area.

**Skill in:** typing; word processing; computer operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; decision making and communication.

# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Building Inspector
<b>Class Number:</b>		<b>Class Title:</b>	Building Inspector
<b>Dept./Div.:</b>	Building Department	<b>Employment Status:</b>	Part-time
<b>Reports to:</b>	Mayor	<b>FLSA Status:</b>	Exempt
<b>Normal Hours:</b>	8:00 a.m. - 4:00 p.m. (Mon.-Fri.)	<b>EEO Status:</b>	01 – Officials / Administrators

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**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; quickly and thoroughly solve complex problems and issues; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; communicate directly with the public and government officials; train or instruct others; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

### POSITIONS DIRECTLY SUPERVISED:

Administrative Assistant; Board Secretary.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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Date Adopted:

Developed by:  
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017