

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

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POSITION DESCRIPTION

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

QUALIFICATIONS: An example of acceptable qualifications:

Completion of post-secondary education or equivalent (technical school or college education) required; minimum of four (4) years of relevant experience and/or training in architecture, engineering, construction management, or other related experience required; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the Village's vehicle insurance policy; must have completed certification from Ohio Board of Building Standards; Building Inspector, and Plumbing Inspector Certification from Ohio Board of Building Standards are required; Electrical Safety Inspector Certification from Ohio Board of Building Standards is preferred.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, standard modern/business office equipment, two-way radio, motor vehicle, hand and/or power tools, electrical tester, water testing equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole, etc.); works in an area in which the means of egress is or can be obstructed; works on or around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85 db (e.g., pneumatic nailers, powers saws, other construction tools, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electric shock; is exposed to possible injury as a result of falling from high places; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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.

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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.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017