

# City of North Ridgeville

## Job Description

**Position Title:** Licensed Building Inspector; Licensed Electrical Inspector; Licensed Plumbing Inspector

**Reports To:** Chief Building Official or his Designee

**Employment Status:** Full Time Bargaining Unit/Part Time Non-Bargaining Unit

**Full Time Salary Range:** \$26.16 to \$31.22

### **Qualifications:**

Minimum qualifications include Building, or Electrical or Plumbing Inspector Certification with the State of Ohio Board of Building Standards. Multiple certifications preferred but will consider single certification as a Building Inspector, Electrical Safety Inspector or Commercial Plumbing Inspector. Applicants with only one certification would need to be eligible to enter and satisfactorily complete a trainee program with the State of Ohio Board of Building Standards.

Possess a valid Ohio driver's license.

Employee must remain insurable under the City's insurance policy.

### **Minimum Acceptable Characteristics:**

Knowledge of (1) Ohio Building Codes as applicable to certifications (2) code enforcement procedures under the OBBS, OBC & RCO (3) safety practices and procedures; (4) North Ridgeville City ordinances, rules, and regulations; (5) department policies and procedures; (6) building inspection techniques; (7) general computer applications such as MS Office and the ability to learn new software as needed (8) conduct oneself in a professional, courteous manner; (9) ability to read and correctly interpret construction drawings and specifications; (10) Abide by all Ohio Ethics Laws (11) interpret a variety of instructions in written, oral, picture, or schedule form; (12) deal with problems involving several variables within familiar context; (13) understand, interpret, and apply laws, ordinances, rules, or regulations to specific situations as directed; (14) prepare accurate documentation; (15) communicate effectively, clearly & concisely in a variety of delivery methods including person to person, email, telephone and group settings; (16) develop and maintain effective working relationships with supervisors, co-workers, owners, contractors and design professionals; (17) perform light manual labor; (18) travel to and gain legal access to work sites; (19) complete additional training courses as directed by the Chief Building Official.

### **Essential Functions of the Position:**

- (1) Conducts field inspections in Commercial and/or Residential to ensure code compliance with applicable codes, follow approved construction documents and regulations; advises contractors, design professionals and building owners of violations, assist in determining corrective action and ensures corrective action
- (2) Provides information to the general public and contractors on codes and interpretations of such codes, general construction, or installation problems, and other code related issues as directed in a reasonable, professional, understandable method. Meets / discusses with property owners and contractors to answer general code questions and specific project questions relating to inspections and code compliance
- (3) Prepares and submits inspection reports reflecting types of inspections performed and the results of such inspections, items of non-compliance and corrective actions required; prepares any other inspection-related documentation requested.
- (4) Interact and coordinate with plans examiner as necessary to ensure code compliance during plan review and during construction with feedback on problems encountered.
- (5) Use internet and other references to research materials, methods of construction, manufacturer's installation instructions, ESR reports, etc. as needed

- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Maintains required licensure and certification.

**Other Duties and Responsibilities:**

- (1) Performs routine office tasks such as answering of telephones, emails, scanning of documents and filing of paperwork.
- (2) Maintains city vehicle cleanliness and schedules required service as needed.
- (3) Performs other related duties as determined by the Chief Building Official.

**Equipment Operated:**

Vehicles; computers; telephones; document scanners; inspection related equipment, other equipment as required.

**Inherently Hazardous or Physically Demanding Working Conditions:**

- (1) May work in the vicinity of floor and wall openings, elevated platforms, and/or runways.
- (2) May ascend and/or descend ladders, stairs, or scaffolds.
- (3) Could be exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases and/or poorly ventilated work areas.
- (4) Could be exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
- (5) Could be exposed to possible injury due to unclean or unsanitary conditions.
- (6) Could be exposed to possible injury as a result of electrical shock.
- (7) Could be exposed to possible injury as a result of falling from high places.
- (8) Could have contact with angry citizens or contractors.
- (9) Could have exposure to different weather conditions.
- (10) Could have exposure to second-hand smoke.
- (11) Lifts up to fifty pounds of weight.