

City of North Ridgeville

Position Description

Name:

Position Title: Building Inspector

Dept./Div: Building

Civil Service Status: Unclassified

Reports To: Chief Building Official or his designee

Employment Status: Full Time/Part Time

Supervises: None

FLSA Status: Non-exempt

Qualifications:

As certified by the State of Ohio for applicable inspections. Multiple certifications preferred.

Possession of 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 OBC & RCO Chapter 1; (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, Word, Excel, Outlook, ZonePro, etc. (8) conduct oneself in a professional, courteous manner; (9) ability to read and correctly interpret construction drawings and specifications; (10) Ohio Ethics Laws

Ability to: (8) interpret a variety of instructions in written, oral, picture, or schedule form; (9) deal with problems involving several variables within familiar context; (10) understand, interpret, and apply laws, ordinances, rules, or regulations to specific situations as directed; (11) prepare accurate documentation; (12) communicate effectively, clearly & concisely in a variety of delivery methods including person to person, email, telephone and group settings; (13) develop and maintain effective working relationships with supervisors, co-workers, owners, contractors and design professionals; (14) perform light manual labor; (15) travel to and gain access to work sites; (16) ability to be trained on additional computer usage as required. (17) complete additional training courses as directed by the Chief Building Official.

Essential Functions of the Position:

- (1) Conducts field inspections in order to ensure code compliance with applicable codes, approved construction documents and regulations; advises contractors, design professionals and building owners of violations, assist in determining corrective action and ensures corrective action
- (2) Conducts inspections of commercial and residential construction in order to ensure compliance with applicable codes and regulations and approved construction documents (inspects equipment, materials, methods, and construction quality; identifies code violations; recommends corrective measures for code compliance; etc.).
- (3) 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
- (4) 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.
- (5) Interact and coordinate with plans examiner as necessary to ensure code compliance during plan review and during construction with feedback on problems encountered.
- (6) Use internet and other references to research materials, methods of construction, manufacturer's installation instructions, ESR reports, etc. as needed
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) 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) Has exposure to hot, cold, wet, humid, or windy weather conditions.
- (10) Could have exposure to second-hand smoke.
- (11) Lifts up to fifty pounds of weight.