

MEDINA COUNTY COMMISSIONERS

Job Description Building Inspector Building Department



SUMMARY

The Building Inspector works under the direct supervision of the Chief Building Inspector. Inspects new and existing commercial and residential buildings and structures during various stages of construction and remodeling to enforce compliance with approved plans, specifications, and standards during and after construction to ensure components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building code. Answers code questions and carries out code enforcement duties; performs other duties as required. Issues notices for corrections for compliance. Enforces code requirements and recommends compliance procedures to contractors, trades workers, and owners; obtains evidence and prepares reports concerning violations which have not been corrected. Maintains inspection records and prepares reports for use by administrative or judicial authorities.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Performs field inspections of residential, commercial & light industrial construction and verifies conformance to applicable state and local codes as well as approved plans; issues corrections notices and stop work orders when necessary; provides state and local code information to the public; investigates citizen complaints, including code enforcement; maintains records and prepares written reports and correspondence when necessary. Confers with architects, contractors, builders and the general public in the field and office; explains and interprets building requirements and restrictions. Maintains files and reports regarding inspection and plan check activities and findings. Issues notices for violation compliance; maintains records of history of facts for possible legal actions. Serves as a liaison between the Medina County Prosecutor's Office and the Medina County Building department in prosecuting building code violations. Attend court discussions and hearing when needed. Maintains a cooperative working relationship with property owners, contractors, design professionals, fellow employees and the public. Provides excellent customer service. Demonstrates good knowledge of state and local codes. Displays good written and oral skills. Expresses professional opinions, based on knowledge and experience, with confidence. Maintains composure and self-control when confronting potentially volatile situations. Possesses and uses good analytical skills when researching code questions. . **Time spent: 95%**
- II. Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination. Performs related duties as assigned. **Time spent: 5%**

Class Title / Position Number of Position(s) Supervised:

None

Class #: 24111C Class Title: Building Inspector Position Control #: XXXXX.0 Normal working Hrs: 7 a.m. to 3:30 p.m.
County of Employment: Medina Working Title: Building Inspector Pos # & Title of Supervisor: Chief Building Inspector #: 24113C

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Building codes & ordinances. (2) Codes related to disabled & public access. (3) Principles & techniques of building inspection. (4) Principles of structural design & engineering mathematics (5) Major types of building construction, materials & methods. (6) Accepted safety standards & methods of building construction for commercial & residential buildings (7) County organization, procedures, practices, & standards.* (8) Departmental, procedures & practices, & standards.* 	<ul style="list-style-type: none"> Determine code compliance. Answer code questions. Issue correction notices & stop work orders. Issues notices for violation compliance.
Skills:	<ul style="list-style-type: none"> (9) Read, understand, interpret & apply statutes, rules, ordinances, codes & regulations. (10) Read & understand drawings, diagrams & specifications for commercial & industrial construction projects. (11) Plan, prioritize & schedule multiple tasks, projects & demands. (12) Work within deadlines. (13) Assess, analyze, & recommend solutions. (14) Multi-task. (15) Operate computers & systems. 	<ul style="list-style-type: none"> Explain & interpret building requirements and restrictions. Maintain files & reports regarding inspection and plan activities & findings. Express professional opinions, based on knowledge and experience. Provide excellent customer service skills. Interpret & apply pertinent Federal, State & local laws, codes & regulations. Establishing & maintaining effective working relations with co-workers, other County employees, general contractors & public.
Ability:	<ul style="list-style-type: none"> (16) Maintain accurate records. (17) Interpret & apply pertinent federal, state & local laws, codes & regulations. (18) Read & interpret complex building plans, specifications & building codes. (19) Determine construction systems conform to code. (20) Apply technical knowledge & proper inspection techniques. (21) Make mathematical computations rapidly & accurately. (22) Enforce necessary regulations with firmness & tact. (23) Understand & follow oral & written instructions. (24) Communicate clearly & concisely, both orally & in writing. (25) Establish & maintain effective working relationships. (26) Maintain physical condition appropriate to the performance of assigned duties & responsibilities. (27) Prepare meaningful oral & written reports. (28) Operate automobile to inspect construction sites. 	<ul style="list-style-type: none"> Inspect buildings to ensure compliance with applicable codes, ordinances & regulations. Investigate citizen complaints. Confer with architects, contractors, builders & the general public. Maintain cooperative working relationship with property owners, contractors, design professionals, fellow employees & public. Possess & use analytical skills when researching code questions. Stay abreast of new trends & innovations in the field of building inspection & plans examination.

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) High school diploma or GED.
- 2) Four (4) years construction or building inspection experience.
- 3) Possession of, or ability to obtain, certification as a Building Inspector and Residential Building Inspector.
- 4) Valid Ohio Driver's License and clean driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Bend or stoop repeatedly or continually.
- Specific vision abilities required for close vision and ability to adjust focus.
- Travel throughout county.
- Strength to lift and carry materials weighting up to 60 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.
- Perceive the full range of the color spectrum, such as when inspecting electrical wires.
- Ascend and descend ladders or unfinished stairs without handrails and work at heights greater than 10 feet.
- Work safely without presenting a direct threat to self or others.
- Inspect dark or unlit construction using a flashlight.
- Lift arm above shoulder level while measuring or performing inspections.
- Physically capable of operating County vehicles on County business vehicles safely

Appointing Authority: _____

Date: _____

Department Director: _____

Date: _____

Human Resources: _____

Date: _____