

PART-TIME BUILDING INSPECTOR

The City of North Olmsted Building Department is seeking a Part-Time Building Inspector. The starting salary and job description are listed below. Qualified candidates may mail, email or fax their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

PLEASE SPECIFY IF YOU ARE APPLYING FOR FULL TIME OR PART TIME.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
Fax: 440-777-4332
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EOE**

CITY OF NORTH OLMSTED JOB DESCRIPTION

GENERAL DESCRIPTION:

Working under general direction, is responsible for performing building and zoning inspections to ensure compliance with State and City building and zoning laws and regulations. The incumbent reviews plans, provides advice to contractors about code provisions, inspects work done on site, and may, in the cases of non-compliance, order a stop to work.

QUALIFICATIONS: An example of acceptable qualifications:

High school or GED equivalent supplemented by certification as State of Ohio Building Inspector. Electrical Safety Inspector Certification or Plumbing Inspector Certification from Ohio Board of Building Standards are preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have a valid Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.

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

Personal computer, printer, copy machine, fax machine, and other standard business office equipment (includes software).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 25 lbs. or less, but which may require lifting up to 50 lbs. or more. Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

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

1. Conducts inspections of construction or upgrading projects in order to ensure compliance with applicable building, plumbing, electrical, and zoning codes and regulations (inspects equipment, materials, methods, and construction quality; checks size and depth of footings; inspects soil for suitability for foundations; checks construction, demolition and repair of buildings for safety from fire and collapse and for height and area requirements; etc.); enforces all applicable building, plumbing, electrical, and zoning codes; identifies code violations; recommends corrective measures for compliance with code; issues stop work orders; etc.
2. 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; etc.
3. Communicates with contractors or homeowners regarding the requirements of applicable codes and ordinances; provides information to builders and others regarding requirements of law; etc.
4. Authorizes the issuance of permits for building, plumbing, electrical and other applicable installations; makes final inspections of completed buildings to provide occupancy approval.
5. Maintains records related to inspections conducted and permits issued in accordance with department rules.
6. Performs any duties assigned by the Building Commissioner, Assistant Building Commissioner, or Department Director.

7. Maintains required licensures and certifications.
8. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City policies and procedures;* department goals and objectives;* department policies and procedures;* Ohio Building Code; Residential Code of Ohio; City building code and ordinances; building principles and techniques; plumbing systems; electrical systems; inspection techniques; National Electrical Code; code enforcement procedures; safety practices and procedures; local geographic area; Munis Building Modules.*

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; read and interpret manuals, reference materials, plans, blueprints and other reports/records; maintain records according to established procedures; prepare accurate documentation, memos, letters, reports, correspondence; meet deadlines; communicate effectively; answer routine telephone inquiries; resolve complaints; develop and maintain effective working relationships; maintain confidential information; work under stressful conditions.

Starting Salary Range

Part Time:

\$8.30 per hour - \$31.91 per hour depending on qualifications and experience.