

BUILDING INSPECTOR

DEFINITION

This is a highly responsible administrative position dealing with all aspects of operations and management of a Building Inspection Division under the Ohio Board of Building Standards (OBBS); implementation of a Property Maintenance Code enforcement program; administrator of zoning regulations; and works with contractors and the public regarding various programs and activities.

An employee in this job classification is responsible for inspections and day-to-day general administrative functions regarding the building inspection division under the Steubenville Planning and Zoning Commission.

Works under the direction of the Building Official and Urban Projects Director and within the legal and procedural requirements established by regulatory agencies for work program execution.

CHARACTERISTIC WORK & TYPICAL TASKS

Conducts field inspections of residential, commercial, or industrial structures in varying stages of construction, alteration, or repair; checks the quality of materials and methods of construction for structural, mechanical, framework, concrete, masonry work, lathing, plastering, roofing, etc.; inspects completed work, giving final approval; writes violation notices and follows-up to ensure required changes; may make building inspections to ensure compliance with property maintenance code, zoning laws and safety standards; receives applications for and issues building permits; and completes residential and commercial building inspections for Ohio Building Code (OBC) compliance.

Assists the Building Official and performs other related work as required.

MINIMUM QUALIFICATIONS

To qualify for the Building Inspector position, applicants must as a minimum have the following qualifications:

1. Completion of high school with a high school diploma; **AND**
2. Satisfactory completion of a two (2) year academic program from an accredited community college or technical school with the issuance of a degree or certificate upon successful completion, and four (4) years full-time work experience in construction as a construction manager or superintendent; as a commercial builder or developer; as a general contractor in commercial construction; or as a qualified craftsman in commercial carpentry with membership in Carpenters Local Union; **OR** six (6) years full-time work experience in construction as a construction manager or superintendent; as a commercial builder or developer; as a general contractor in commercial construction; or as a qualified craftsman in commercial carpentry with membership in the Carpenters Local Union; **AND**
3. Hold and maintain the following certifications issued by the Ohio Board of Building Standards (OBBS) at the time of application and throughout employment: Residential Building Inspector; and Commercial Building Inspector; **AND**
4. Be able to read, interpret and understand architectural/engineering construction plans and specifications; **AND**

5. Must have good communication, writing and computer skills, and the knowledge and ability to use Microsoft Word and Excel, and other software, and basic office equipment such as printers, scanners and photocopiers. Must be able to read and interpret Federal, State and local laws, regulations and other documents. Must be able to establish and maintain effective working relationships with the individuals, contractors, coworkers and other agencies. Must be able to work independently with minimal supervision and practice confidentiality, courtesy, tact and discretion; AND
6. Physically capable of ascending, descending and working from steps, ladders, and scaffolding, and from working at those elevations required for inspection of land, buildings or structures under construction or otherwise requiring inspection; AND
7. Hold a valid driver's license; AND
8. Not have any interest whatsoever directly or indirectly in the sale or manufacture of any new material, process or device entering into, or used in, or in connection with, building construction.