

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Building Inspector	<u>CLASS NUMBER:</u> 40101	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A12	<u>POSITION CONTROL #:</u> 051123
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (051200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Building Inspector classification is to conduct inspections of construction, maintenance and repairs of residential buildings and related structures for conformance with governing codes, requirements, and relevant ordinances.

JOB DUTIES:

Perform inspections of residential buildings and related structures (e.g., foundations, frames, ceilings, insulation, firewalls, etc.) to ensure compliance with all relevant codes and statutes. Responsible for inspecting construction sites and establishing that the appropriate materials are used in accordance with approved plans, standards, codes, and ordinances. Inspect safety features (e.g., alarm systems, lighting, handrails, step size, etc.). Inspect building appurtenances and equipment for structural damage, hazardous conditions and malfunctioning components to eliminate or minimize danger to the occupants. Advise director and assistant director of violations and work with developers to correct and adjust plans to obtain code compliance. Responsible for preparing daily reports and maintaining applicable logs, files, and records concerning ongoing inspections.

Consult with builders, contractors and architects or other responsible parties regarding inspection activities. Prepare correspondences. Prepare daily inspection reports. Responsible for issuing violation notices to appropriate parties responsible for building appurtenances and structures not in compliance with relevant codes, requirements, regulations and ordinances. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policy and procedures; governmental structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; originate business letters reflecting standard procedures; understand manuals and verbal instructions, technical in nature; use proper research methods in gathering data.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocation/technical training in the building trades and three (3) years experience in residential or commercial construction.

Additional Requirements

Required to maintain a valid Ohio driver's license and certification as a Residential Building Inspector (satisfactory completion of initial examination administered by Ohio Board of Building Standards per ORC 3781.10).

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date