



TRUMBULL COUNTY

HUMAN RESOURCES DEPARTMENT

COMMISSIONERS

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JOB POSTING

DEPARTMENT: Building Inspection

POSITION: Building Inspector

PAY RANGE: 10

APPOINTING AUTHORITY: Board of Commissioners

IMMEDIATE SUPERVISOR: Michael Sliwinski

WORK LOCATION: 159 East Market Street, Suite 100
Warren, Ohio 44481

HOURS OF WORK: Monday through Friday
8:30 a.m. to 4:30 p.m.

JOB DUTIES: See Attached Job Description

POSTING PERIOD: February 8 through February 16, 2018

Current members of AFSCME, Local 2493, wishing to bid on this position are requested to submit their qualifications to the Human Resources Department.

TRUMBULL COUNTY
Job Description
JOB TITLE: Building Inspector

PAY GRADE: _____ **DEPARTMENT:** Building Inspection
EMPLOYEE NAME: _____ **DIVISION:** _____
SUPERVISOR: _____

SUMMARY: Under general supervision, inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

60% Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards. Reviews request for and issues building permits.

10% Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.

10% Observes conditions and issues notices for corrections to persons responsible for conformance.

10% Obtains evidence and prepares report concerning violations which have not been corrected.

5% Keeps inspection records and prepares reports for use by administrative or judicial authorities.

5 % Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and two to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situation us.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess state certification as a field inspector or a Class III certificate of competency. A Class V certificate of competency may be held to determine compliance with the approved plans for heating, ventilating and air conditioning (HVAC) systems to the extent necessary for enforcement of the Ohio Basic Building Code. A Class IV certificate of competency to determine compliance with approved plans for automatic sprinkler systems.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

Employee:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Date

Supervisor /Department Head

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Date