



Department of Public Service

The City of Berea is seeking to hire one Plumbing / Building Inspector for the Building Department

HOW TO APPLY:

1. Complete the online employment application.
2. Submit the online application no later than Friday, June 14, 2019.
3. Any questions regarding the position may be made by Email to Service Director Paul Anzalone at panzalone@cityofberea.org

Part-Time Plumbing / Building Inspector

Hours: 8:30 A.M. - 4:00 P.M.

15 - 22.5 hours per week

Pay range \$24.05 - \$35.18

-Pay range TBD upon qualifications.

GENERAL PURPOSE

The Building Inspector performs a variety of routine and complex administrative, and technical work in administering and enforcing building and related codes. The Inspector will conduct inspections of new and existing structures ensuring code and ordinance compliance, identifying code violations, issuing permits and certificates of occupancy utilizing his/her knowledge of building codes, plans examination and experience in construction and/or renovation of commercial and/or residential dwellings.

SUPERVISION RECEIVED

Works under the direct supervision of the Certified Building Official may take direction from the Director of Public Service, or from the Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to communicate effectively, interact with the public within the community to provide information and to problem solve and communicate orally and in writing with staff and the general public.

Have knowledge of building code inspection, plans examination and experience in construction and/or renovation of commercial and/or residential units.

The ability to conduct inspections of new and existing structures, including ensuring code and ordinance compliance, identifying code violations, issuing permits and certificates of occupancy.

Be able to communicate construction techniques and procedures to property owners and contractors.

Have the ability to maintain and submit all inspection records, issue violation letters and citations.

Have the ability and knowledge to verify compliance of construction work with approved construction documents; investigate complaints and respond to requests related to building and property maintenance.

Must have the ability to inspect fire damage.

Possess the skill to read and interpret construction documents and maps.

Be able to prepare clear and concise reports and correspondence utilizing information technology with Microsoft Office, mobile applications and proprietary software.

Work independently in organizing work, setting priorities, meeting critical deadlines, and follow up on assignments.

Possess the ability to lead, direct, assign, delegate job assignments, work with and assign personnel to duties, tasks and equipment in day-to-day operations as necessary including the capability to work effectively and professionally with employees, contractors, vendors and the public.

DESIRED MINIMUM QUALIFICATIONS

High school diploma or GED; and

Plumbing / Building Inspector: Three to four years of progressively responsible related experience with 2 years of experience as Inspector or equivalent, or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

SPECIAL REQUIREMENTS

Possess and maintain a valid Ohio driver's license, or ability to obtain one by start of employment.

MANDATORY LICENSING REQUIREMENTS FOR PLUMBING/BUILDING INSPECTOR:

OBBS Plumbing Inspector Certification (PI), AND one of the following:

OBBS Building Inspector Certification (BI)*

Or

Residential Building Inspector Certification (RBI)*

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

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.

Some work is performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance 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 in outside weather conditions, including extreme heat and cold. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock or exposure to airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

ADDITIONAL REQUIREMENTS

The City of Berea is a drug-free work place. Employees may be required to take a pre-employment drug and alcohol test.

Regular attendance and timeliness is considered an essential function of this position.

SELECTION GUIDELINES

Formal application, oral interview, reference checks or job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

