

# MEDINA COUNTY COMMISSIONERS

## Job Description

### Chief Building Inspector

#### Building Department



#### SUMMARY

The Chief Building Inspector works under the direct supervision of the Chief Building Official. This position oversees the inspection and enforcement work of the Building Inspectors in securing and maintaining compliance with laws and regulations relative to building and construction, alteration and repair. Work involves responsibility for supervising the enforcement program assuring that legally established requirements for plans, workmanship and material are met with regard to building construction activities throughout the County. This position supervises and participates in field inspections, and processing of complaints. Work includes the responsibility for interpretation of and making recommendations for changes in legal provisions governing construction activities. Supervision is exercised over several subordinate inspectors.

#### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Plans, organizes and supervises the work of the Building Inspectors. Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff. Trains subordinates; assigns and reviews the work of subordinates. Assigns territories. Establishes work and vacation schedules, sick leave coverage; approves overtime. Monitors continuing education requirements. Advises subordinate staff on code interpretation, policies and procedures. **Time spent: 50%**
- II. Personally participates in the inspection of building construction projects and in the examination of completed projects for workmanship, the use of proper materials and adherence to safety standards. Receives complaints in regard to defective building construction work; investigates or assigns complaints to subordinate inspectors for investigation. Confers and corresponds with architects, building owners, contractors and engineers relative to construction activities. Resolves issues dealing with code interpretation, priorities and/or exceptions. Interprets and explains code sections, regulations and Building department policies and procedures to subordinates, contractors, property owners, design professionals and the general public; works toward the resolution of items not complying with code requirements. Serves a liaison with the Medina County Prosecutor's Office in prosecuting building code violations; attends court discussions and hearings as needed. **Time spent: 45%**
- III. Performs duties of Residential Building Official as needed. Performs other related work as required. Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination. **Time spent: 5%**

#### Class Title / Position Number of Position(s) Supervised:

**Building Inspector 24111C**

Class #: 24113C    Class Title: Chief Building Inspector    Position Control #: XXXXX.0    Normal working Hrs: 7 a.m. to 3:30 p.m.  
County of Employment: Medina    Working Title: Chief Building Inspector    Pos # & Title of Supervisor: Chief Building Official #: 21113C

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Building construction methods &amp; materials.</li> <li>(2) Building codes related to disabled &amp; public access.</li> <li>(3) Principles &amp; techniques of building inspection.</li> <li>(4) Principles of structural design &amp; engineering mathematics.</li> <li>(5) Public administration principles.</li> <li>(6) County organization, procedures, practices, &amp; standards.*</li> <li>(7) Departmental, procedures, practices, &amp; standards.*</li> <li>(8) Customer service principles.</li> <li>(9) Computerized information systems.</li> <li>(10) Principles &amp; practices of supervision &amp; management.</li> </ul>	<ul style="list-style-type: none"> <li>Determine code compliance.</li> <li>Issue correction notices &amp; posts stop work orders.</li> <li>Approve &amp; issue building permits.</li> <li>Review plans.</li> <li>Plan, organize &amp; supervise work of the Building Inspectors.</li> <li>Advise staff on code interpretation, policies &amp; procedures.</li> </ul>
Skills:	<ul style="list-style-type: none"> <li>(11) Instruct &amp; mentor staff.</li> <li>(12) Assign, monitor &amp; evaluate work.</li> <li>(13) Service to customers.</li> <li>(14) Develop &amp; implement new strategies, procedures.</li> <li>(15) Develop &amp; conduct employee information sessions.</li> <li>(16) Communication &amp; Interpersonal skills.</li> <li>(17) Employee development &amp; performance management.</li> <li>(18) Read, understand interpret &amp; apply statutes, rules, ordinances, codes &amp; regulations.</li> <li>(19) Read &amp; understand drawings, diagrams &amp; specifications for construction projects.</li> <li>(20) Plan, prioritize &amp; schedule multiple tasks, projects &amp; demands.</li> <li>(21) Working within deadlines.</li> <li>(22) Assess, analyze, &amp; recommend solutions.</li> <li>(23) Operate computers &amp; systems.</li> </ul>	<ul style="list-style-type: none"> <li>Explain &amp; interpret building requirements and restrictions.</li> <li>Maintain files &amp; reports regarding inspection and plan activities &amp; findings.</li> <li>Express professional opinions, based on knowledge and experience.</li> <li>Provide excellent customer service skills.</li> <li>Interpret &amp; apply pertinent Federal, State &amp; local laws, codes &amp; regulations.</li> <li>Establish &amp; maintain effective working relations with co-workers, other County employees, general contractors &amp; public.</li> <li>Plan, organize &amp; supervise work of the Building Inspectors.</li> <li>Recommend hiring, termination &amp; promotion.</li> <li>Train subordinates.</li> </ul>
Ability:	<ul style="list-style-type: none"> <li>(24) Supervise &amp; train staff</li> <li>(25) Foster a cooperative environment.</li> <li>(26) Operate automobile.</li> <li>(27) Walk over uneven terrain, roofs, &amp; climb ladders.</li> <li>(28) Make sound technical decisions.</li> <li>(29) Supervise &amp; coordinate activities of subordinate staff.</li> <li>(30) Communicate effectively orally &amp; in writing.</li> <li>(31) Maintain complex records,</li> <li>(32) Prepare &amp; present oral &amp; written reports.</li> <li>(33) Establish &amp; maintain effective working relationships with employees, contractors, sub-contractors &amp; the general public.</li> <li>(34) Interpret &amp; apply pertinent federal, state &amp; local laws, codes &amp; regulations.</li> <li>(35) Read &amp; interpret complex building plans, specifications &amp; building codes.</li> <li>(36) Determine construction systems conform to code.</li> <li>(37) Apply technical knowledge &amp; proper inspection techniques.</li> <li>(38) Make mathematical computations rapidly &amp; accurately.</li> <li>(39) Enforce necessary regulations with firmness &amp; tact.</li> <li>(40) Understand &amp; follow oral &amp; written instructions.</li> <li>(41) Maintain physical condition appropriate to the performance of assigned duties &amp; responsibilities.</li> <li>(42) Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.</li> </ul>	<ul style="list-style-type: none"> <li>Inspect buildings to ensure compliance with applicable codes, ordinances &amp; regulations.</li> <li>Investigate citizen complaints.</li> <li>Confer with architects, contractors, builders &amp; the general public.</li> <li>Maintain cooperative working relationship with property owners, contractors, design professionals, fellow employees &amp; public.</li> <li>Possess &amp; use analytical skills when researching code questions.</li> <li>Stay abreast of new trends &amp; innovations in the field of building inspection &amp; plan examination.</li> <li>Plan, organize &amp; supervise work of the Building Inspectors.</li> <li>Handle employee complaints &amp; grievances.</li> <li>Write performance evaluations; issue counseling forms/disciplinary actions.</li> </ul>

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIREMENTS**

- 1) High school diploma or GED.
- 2) Five 5 years of progressively responsible building inspection experience, including two (2) years of supervisory experience; or an equivalent combination of education, training or work experience which demonstrates the ability to perform the duties of the position.
- 3) Possession of, or ability to obtain, certification as a Building Inspector and Residential Building Official.
- 4) Valid Ohio Driver's License and clean driving record.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

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

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Bend or stoop repeatedly or continually.
- Specific vision abilities required for close vision and ability to adjust focus.
- Travel throughout county.
- Strength to lift and carry materials weighting up to 60 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.
- Perceive the full range of the color spectrum, such as when inspecting electrical wires.
- Ascend and descend ladders or unfinished stairs without handrails and work at heights greater than 10 feet.
- Work safely without presenting a direct threat to self or others.
- Inspect dark or unlit construction using a flashlight.
- Lift arm above shoulder level while measuring or performing inspections.
- Physically capable of operating County vehicles on County business vehicles safely

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_