



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: BUILDING AND ELECTRICAL INSPECTOR I

DEPARTMENT: BUILDING AND ZONING

PROBATIONARY RATE: \$15.76 -\$24.69 /HOUR (365 DAYS)

PAY RANGE: #14

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: UN-CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JANUARY 7, 2019

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JANUARY 18, 2019.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Building and Electrical
Inspector II

Incumbent:

Class Title:

Department: Building and Zoning
Reports To: Inspection Supervisor
Pay Range: #16
Probation: 365
Work Hours: 8:00 A.M. to 4:30 P.M.

FLSA Status: Non-exempt
Civil Service Status: Un-Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision, inspects residential and commercial new building construction to ensure compliance with state and local building and electrical codes; inspects commercial and residential existing electrical installations to ensure compliance with governing codes and regulations; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education or its equivalent with a comprehensive knowledge of electrical wiring installation techniques and procedures; thorough knowledge of Ohio Building Code, County Building Code, National Electric Code and construction techniques; travels to and gains access to work site.

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. Must possess a Building Inspector Certification or Electrical Safety Inspector Certification or Commercial Building Certification by State of Ohio Board of Building Standards. The Ohio Board of Building Standards determines and sets expiration dates for trainee periods. Certification is required for continued employment.
2. Valid Ohio driver's license

ESSENTIAL FUNCTIONS:

1. Inspects residential and commercial construction to enforce applicable electrical and building codes (and ensure compliance with approved plans).

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 2 of 3

2. Travels and gains access to work site (e.g., traverses uneven and unstable terrain; negotiates over objects up to 24" in width; accesses 24" vertical movement; accesses all parts of a building, including attics, crawl spaces, mezzanines, etc. via standard ladders, access panels, hatchways, etc.) conforming to OSHA regulations and code for finished building.
3. Advises contractors and homeowners in violation of codes and provides reason(s) for non-compliance.
4. Makes suggestions for correction of violations.
5. Receives telephone inquiries from contractors and general public.
6. Works with hand tools, circuit testers, etc.
7. Works with fire department personnel to review sprinkler, piping and wiring, etc.
8. Maintains records of all buildings under construction and daily inspections conducted.
9. Files field inspection cards, etc.
10. Demonstrates a regular and predictable attendance.
11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required by supervisor. May perform Zoning inspections as needed. May write correspondence concerning Zoning violations.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: Ohio building codes and other related legislation; fire safety codes; construction practices, methods and materials; inspection techniques and procedures; State and local codes regulating electrical wiring and appliances; National Electric Code; electrical installation techniques and procedures. Knowledge of zoning laws.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 3 of 3

Ability to: develop and maintain working relationships with associates, builders and the general public; perform laborious tasks for extended periods of time under possible adverse conditions; collect, analyze and interpret data; communicate effectively; maintain accurate records; sort items into categories according to established methods.

Skill in: reading construction drawings.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date revised: December 2017