

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: County Commissioners	Unit: Building Code
Name:	Position Title:
Class Title: Chief Inspector	Class Number:
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Dept./Div.: Building Code	Civil Service Status: Unclassified per ORC 124.11(A)(3)(B)
Reports To: Board of Commissioners	Employment Status: Full-time
Pay: Resolution	FLSA Status: Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Must have State of Ohio Class I (Building Official Certification); State of Ohio Class III (Building Inspector Certification) and ESI (Electrical Safety Inspector). Journeyman's License in one or more of the respective crafts preferred but not required. Combination of education, training and / or experience demonstrating considerable background in administrative experience in Building Inspection Departments; comprehensive financial/budgeting skills; strong interpersonal / communication skills and leadership abilities. Experience in managing the fiscal aspects of a department including the preparation of an annual operating budget along with implementing budgetary controls for department's maintenance & repair programs.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio vehicle operator's license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Light truck / motor vehicle, computer, calculator, office copier.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Occasional - May work both inside and outside with exposure to temperatures below 32 degrees and above 100 degrees for periods of more than an hour; exposed to noise and vibration as well as physical hazards; may be exposed to atmospheric conditions such as fumes, dusts, odors, mist, gases, poor ventilation and oil.

Constant - Travels to and gains access to work site, works in the vicinity of chemicals found in an office environment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Class Title:	Chief Inspector	Number:	
Supervisor's Title:	Board of Commissioners	Class Number:	

Supervises: Office Manger
Electrical Inspector
Plumbing Inspector

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

% (1) Coordinates and directs the County Building Code program in accordance with program objectives; maintains a program of inspecting new construction to assure compliance with State Building Codes; Conducts and/or supervises inspections, flood plain properties, types of inspection etc. Performs all duties as required by adopted structural, electrical, mechanical and constructional codes as defined by state law and regulations. Supervises plan approval of all non-residential construction projects that are submitted for building permits. Refers plans to engineering and architectural consultants for professional advice and approval as needed. Reviews inspections and documentation of inspections performed by staff. Individual is responsible for enforcement of the adopted codes and division administration including all disciplines (OBC/OAC 4101:2-1-450 Assures adequate record keeping system for division records, plan review and applications. Writes orders and violation notices, grants approvals and denials. Addresses questions relating to compliance with building codes of the County and State, both in person and by phone. Researches code-related questions and provides interpretation of Building Code. Interprets and implements Federal, State and Local regulations. Composes correspondence, completing forms and developing reports associated with the Code Compliance operations. Represents the County in dealing with other local jurisdictions and the State to coordinate building inspection programs. Handles client complaints and public inquiries regarding program.

(1) **Knowledge of:** (a); (b); (c); (d); (e); (f); (g); (h); (i)*; (j).
Skill in: (l); (m); (n)
Ability to: (o); (q); (q); (r); (s);(t); (u); (v); (w); (x); (y); (z).

% (2) Reviews operating budgets periodically to analyze trends affecting budget needs; reviews and authorizes expenditures to ensure compliance with budget; compiles tables of revenues and expenses to show current budget status; prepares comparative analysis of operating programs by analyzing cost in relation to services performed during previous fiscal years and submits reports to Board of County Commissioners with recommendations for budget revisions; prepares budget based on organizations performance, estimated revenue, expense revenues, expense reports, and past budget numbers; reports and gain

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support for estimated budget needs; identifies potential funding sources, prepares and submits grant requests; prepares and submits required reports to outside agencies.

(2) **Knowledge of:** (c); (i); (k).
Skill in: (l).
Ability to: (o); (p); (q); (r); (t); (u); (v); (w).

- (4) Supervises the Building, Plumbing and Electrical Inspectors and the clerical (office) staff. Assigns work; reviews employee performance standards; communicates and implements policies and procedures; provides (internal) orientation training and familiarization of county policies; procedures and regulations; schedules work hours; assigns tasks; provides direction; ensures work complies with organizational standards interviews and recommends selection of candidates; administers counseling and discipline and mediates disagreements in accordance with county policy; reviews and approves employee time records; leave requests and vacation. Individual reviews, evaluates and recommends hiring to the Commissioners; Individual coordinates all staff training. Maintains a departmental policies and procedures manual and recommends updates for approval to the County Administrator and County Commissioners; Consults with, and takes advice from, the advisory committee regarding concerns on codes and State requirements.

(3) **Knowledge of:** (a); (b); (c); (d); (e); (f); (g); (h); (i); (j); (k).
Skill in: (l); (m); (n).
Ability to: (o); (p); (q); (r); (s); (t); (u); (v); (w).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) plumbing; (b) electrical work; (c) construction; (d) mechanical; (e) zoning; (f) supervisory practices; (g) inspection techniques; (h) safety practices and procedures; (i) department policies and procedures*; (j) state and local building codes, laws and regulations; (k) budgeting.

Skill in: (l) computer operation; (m) management / supervision; (n) motor vehicle operation.

Ability to: (o) communicate effectively verbally and written (p) calculate fractions, decimals and percentages; (q) understands manuals and verbal instructions technical in nature; (r) develop effective working relationships; (s) direct work of others; (t) read and interpret blueprints, laws, rules, regulars and procedures and provide technical assistance; (u) gather, collate and classify information; (v) maintain accurate records. (w) work with confidential information. (x) lift over 50 pounds; (y) lift own body weight out of crawl spaces and up into attics; (z) performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, lifting, fingering, grasping, talking, listening, standing, pushing, pulling, feeling and repetitive motion

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