

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Inspector I	CLASSIFICATION:	Classified
DIVISION:	Building Standards / Planning	FLSA STATUS:	Non-exempt
DEPARTMENT:	Development	PAY SCHEDULE:	WEA
POSITION CONTROL:		PAY GRADE:	7
REPORTS TO:	Building Standards Manager / City Planner	PAY RANGE MINIMUM:	\$17.75 / hour
		PAY RANGE MAXIMUM:	\$ 27.09 / hour

Job Summary

The Inspector I is responsible for assisting customers daily in the office, field or on the telephone with residential building, zoning, permitting, inspection, complaints and property maintenance issues. The Inspector I is responsible to assist the review of plans for building and zoning code requirements for residential construction, additions, remodeling, accessory buildings, decks, accessory buildings, tents, demolitions, concrete placed in the right-of-way, signs and tents and issuing permits and inspecting for building and zoning code compliance. This inspector will maintain a record of fire reports for follow-up code compliance work with fire damaged buildings. This position is required to investigate complaints, inspect residential and commercial properties, apply appropriate enforcement procedures, and maintain detailed reports of their actions. This inspector will also conduct property maintenance and Planning and Zoning Code inspections and all of the associated work with this program including issuing violation letters, filing, follow up for compliance and work with the prosecutor for non-compliance.

Essential Job Functions and their Measure

1. Responsible for the enforcement of adopted Property Maintenance, Planning and Zoning Code, Residential Building Code of Ohio, and other related City ordinances.
 - a. Make systematic inspections of properties to determine compliance with the appropriate Code or related ordinances
 - b. Conduct inspections and re-inspections of exterior and interior property areas, structures, and other equipment to determine code compliance
 - c. Inspect exterior property areas for compliance with Planning and Zoning Code and other applicable ordinances regarding property use, high grass, signs, landscaping, on-site parking and vehicle storage, and other related requirements
 - d. Work with City of Wooster prosecutor to adjudicate violations and serve as a witness in court cases, as necessary
 - e. Interact with other government and social service agencies, neighborhood housing groups, and other concerned entities and personnel to accomplish objectives
 - f. Consult with owners, property managers, and other agencies on violations observed at a property and order abatement and issue verbal or written abatement orders for violations, as necessary
 - g. Gather evidence, document violations, and keep systematic records of inspections, violations and enforcement actions
2. Responsible for inspection of residential properties and residential construction projects
 - a. Analyzes maps, drawings and blueprints for construction projects
 - b. Inspect and report on construction activity and property conditions
 - c. Complete all daily records and reports as required
 - d. Performs other duties as assigned
 - e. Responsible for construction project code compliance
 - f. Act as City's representative to contractors, designers and property owners
3. Responsible for providing excellent customer service
 - a. Resolves conflict and problem solves in a timely manner
 - b. Routinely evaluates the quality of service rendered to customers
 - c. Respond timely to residents' questions and complaints regarding projects
 - d. Investigates and takes corrective action as necessary and feasible in response to citizen's concerns
4. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of projects/assignments to Building Standards Manager and Planning & Zoning Manager

- b. Responsible for completing all records and reports as required
 - c. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - d. Communicates information effectively, accurately and timely
5. Demonstrates commitment to further education and process improvement
- a. Attends various seminars, conferences, classes or in-services to increase knowledge and skill
 - b. Attends and actively participates in meetings as required
6. Demonstrates compliance with City of Wooster safety rules
- a. Operates vehicles safely and without at-fault accidents
 - b. Actively works to maintain a safe physical environment for self and co-workers
 - c. Utilizes appropriate protective devices as needed

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- High School Diploma or equivalent required
- Two year associates degree in construction management or related field or construction related certifications preferred
- Certification by the State of Ohio Board of Building Standards as a residential inspector is required within two years of hire date
- Certification from the International Code Council as a property maintenance inspector is required within one year of hire date
- Valid motor vehicle license issued by the State of Ohio required. Must meet insurability guidelines

Work Experience

- Three years' experience in construction inspection required; equivalent combination of experience and training which provides the preferred knowledge, skills and abilities will be considered
- Previous construction inspection work experience in private and public sector preferred
- Must have experience with Microsoft Office products

Knowledge, Skills & Abilities Required

- Strong project management skills
- Ability to read and interpret plans, prints, permits and to accurately compare them with the use or construction in process
- Ability to work with contractors to deliver complex construction projects
- Uses logic and reasoning to identify strengths and weaknesses to problems
- Ability to think analytically and work independently
- Ability to organize and summarize large amounts of data in a concise and clear manner
- Advanced understanding of principles and practices of residential construction.
- Knowledge of materials, techniques and methods of construction
- Knowledge of city ordinances and code requirements in order to ensure and enforce compliance
- Knowledge of property management, maintenance and repair.

Physical Requirements

- Duties are performed in an office building environment and in the field around the city conducting inspections
- Clarity of speech and hearing or other communication capabilities which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone
- Sufficient visual acuity which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written materials and documents.
- Sufficient manual dexterity which permits the employee to operate office equipment and a personal computer
- Sufficient mobility and flexibility which permits the employee to work in an office and field environment

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____