

**The City of Wooster**  
**Inspector I – 1 Full-time Classified Position**

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.

**Applicants must meet the following:**

**MINIMUM QUALIFICATIONS:** Qualified candidates must have a high school diploma or equivalent and a valid motor vehicle license issued by the State of Ohio. Candidates must be insurable within the requirements of the city's policy of auto and liability. Three (3) years of experience in construction inspections required or a combination of education/experience/training that equates to equivalent knowledge, skills and abilities will be considered. Certification from the International Code Council as a property maintenance inspector is required within one year of hire date. Certification by the State of Ohio Board of Building Standards as a residential inspector is required within two years of hire date. Two year associates degree in construction management or related field or construction related certifications preferred, but not required.

**EXAMINATION PROCESS:** An unassembled Civil Service Examination will be administered for this position and based upon civil service rules will be placed on an eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to CVSA examination, background investigation, personality assessment, and personal interview. The duration of the list will be one year or until exhausted.

**APPLICATION PROCESS:** A detailed job description and application can be found at [www.woosteroh.com](http://www.woosteroh.com). A completed application and resume must be received by Tuesday, October 30, 2018. You may email to [applicant@woosteroh.com](mailto:applicant@woosteroh.com); send via fax to 330-263-5213; or mail to City of Wooster, Human Resources Division, 538 N. Market St., Wooster, OH 44691.

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