

# Building/HVAC Inspector

## Position Details

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Job Information	
<b>Appointing Authority</b>	Summit County Executive Ilene Shapiro
<b>Bargaining Unit</b>	Executive's Office (AFSCME Local 1229)
<b>Department/Division</b>	Executive, Department of Sanitary Sewer Services
<b>Full Time/Part Time</b>	Full Time
<b>Regular/Temporary</b>	Regular
<b>Work Schedule</b>	Monday – Friday, 7:00 am to 3:00 pm. Some evening and weekend work may be required.  Work Location:  1030 E Tallmadge Ave # 3, Akron, OH 44310
<b>Job Description</b>	Under general supervision, receives and carries out oral and written job assignments. Conducts residential, commercial, and industrial, heating, ventilation, and air conditioning (HVAC) and building code inspections, commercial property codes inspections, commercial and residential construction inspections to ensure compliance with various codes and mandates and division policies and procedures. Issues reports, compliance orders. Investigates and resolves complaints of code regulation violations. Conducts research of applicable codes and mandates. Answers inquiries and interprets various building codes and mandates. Enforces residential and commercial property maintenance codes and ordinances. Prepares reports and supporting documentation. Performs other related duties as requested, directed, or assigned.
<b>Required Qualifications</b>	<b>QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:</b>  Completion of high school education or equivalent and extensive experience in building and HVAC inspection and/or the construction trades, plus three (3) years experience pursuant to Section 103.3.3.5 of the Ohio Building Code requirements for Building Inspector and Building Inspector Certification issued by the Ohio Board of Building Standards. Possession of valid driver's license and good driving record as defined by Department of Law and Risk Management,
<b>Preferred Qualifications</b>	

**Pre-Employment Testing Requirements**

Pre-employment Drug and Alcohol Testing

**Work Environment**

**The Work Environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- May be exposed to the hazards associated with building construction, remodeling, and installation and inspection of same, abandoned or foreclosed homes, electric cables, wires, and patch panels, dirt, dust, fumes, chemicals, mold, smoke, animal and human waste, unsanitary conditions, high and low temperatures, water, and adverse weather conditions.

- Work may be performed in confined spaces and in areas of high security and from ladders and mechanical lifts.

- May be required to work at heights in excess of 10 feet.

- May come in contact with animals and exposed to irate or disturbed individuals.

**Physical Demands**

**The physical demands described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- While performing the duties of this position, the employee is required to independently travel to and access the various assigned work sites, offices and agencies, institutions, businesses, homes.

- Employee must demonstrate physical fitness and agility and move whole body in physical exertion.

- Typically requires lifting, sitting, walking, standing, bending, pushing, pulling, standing, reaching, stooping, bending, talking, hearing, seeing.

- Requires various types of physical exertion, such as prolonged bending, stooping, crouching or crawling and lifting, walking on uneven terrain and driving vehicles for long periods of time.

- Employee is required to reach with hands and arms, climb, and balance, move, and transport inspection/test equipment and carry objects weighing up to 60 pounds repeatedly from one location to another.

**Licensing/Certification**

- Building Inspector Certification issued by the Ohio Board of Building Standards

- Possession of valid driver's license and good driving record as defined by Department of Law and Risk Management

**Training:**

Must attend thirty (30) hours of continuing education per cycle to maintain certifications, or as mandated.

- Residential Building Official

- Building Inspector

**Additional Information**

**Conflict of Interest:**

Pursuant to Ohio Administrative Code, Chapter 4101:1-1 Administration (Ohio Building Code)

Section 103.3.3 Conflict of interest. No certified employee or person who contracts for services within the jurisdictional area of a department shall perform services for the department which would require that person or employee to exercise authority or make an evaluation of any work furnished by him or by a private contractor that employs him on a full-time, part-time, or incidental basis. Further, such employee or person shall not engage in conduct that is prohibited or considered a conflict of interest pursuant to Chapter 102 of the Revised Code.

Job Duties

**Job Duty Name**

Inspection Functions

**Description of Job Duty**

\*Receives and carries out oral and written job assignments; performs field inspections of building projects, heating, ventilation, and air-conditioning (HVAC) installation in new or existing residential, commercial and/or industrial buildings; \*accesses public and private property by way of a lock box or code; \*reviews and interprets builders/contractor's plans to determine if work is code compliant and installed according to plans to ensure compliance; \*attaches approval sticker on permit or disapproval note at job sites; \*red-tags (rejects) unapproved equipment or work, \*re-inspects rejected work upon completion of repairs, etc; \*reviews drawings, plans, blueprints, charts, schematics; ensures buildings and components are safely installed and operate properly; \*communicates with contractors, public, developers, architects, homeowners in person at job sites and on phone to discuss disposition of inspection and/or resolve issues, schedule inspections and follow-up inspections, inform builder of compliant methods and may recommend alternative methods, and approves inspection corrections, results, and final inspection; \*inspects damaged buildings, foreclosed and abandoned buildings for community health and safety violations; \*inspects residential buildings being constructed, grading projects, and substandard structures for violations of housing, building, health and zoning codes/ordinances; \*receives and investigates complaints of code violations and issues correction notices and citations; \*collaborates with the offices of the Sheriff, Prosecutor, Zoning Administrators, Health Department staff, and other agencies to resolve violations; \*prepares reports and case documentation, and attends hearings and court proceedings and acts as an expert witness; provides court testimony in cases related to building code violations; \*receives assignments from the daily inspection list; \*operates vehicles for authorized department business; \*maps most cost effective and efficient daily route for assigned inspections and drives to scheduled inspection sites; \*parks assigned vehicle in secure locations; \*properly stores and accounts for inventory of equipment, program supplies and material; \*maintains all equipment used on the job in good working order.

\*Denotes essential functions of the job.

Job Duties

**Job Duty Name**

Administrative and Documentation Functions

**Description of Job Duty**

\*Inputs and retrieves, uploads and downloads permit and inspection related and other approved information into computers, personal digital assistants (PDAs), networks, smart phones, mobile and wireless computers, automated systems, or other assigned technology; \*utilizes assigned software or systems to send, maintain, revise, post, schedule, and generate records, reports, forms, correspondence, appointments, inspections, and other documentation and information relating to service delivery and activities to assist clients, business, and the general public with their needs, requirements, information and other services to provide them the ability to make timely and cost effective business decisions and to ensure safe and compliant building projects and enhance economic growth of the community; \*verifies legal data including owners, tax records, and other data needed for inspections and/or to issue permits; \*timely completes written and/or electronic daily work logs, and vehicle logs; \*compiles inspection results and prepares written inspection reports and supporting records; \*responds to, investigates and prepares follow-up reports on (e.g. permit adjudications, work without a permit, uncertified equipment or contractors, etc.); \*processes permits for HVAC, building construction, remodeling and installations; \*certifies compliance of installation in writing; \*researches unlisted equipment to assure compliance with Building Code; \*examines building plans for code compliance; \*stores and retrieves information using electronic data processing terminal; \*prepares letters to citizens, builders, etc. in responses to complaints; \*issues compliance orders; \*communicates with office personnel (i.e. permit clerks, supervisor, plan examiners) on schedules and work assignments; participates in discussions with inspection staff on interpretation of codes; \*monitors inspection resolutions; assists customers in completing permit applications; issues building permits; collects and records fees, and issues receipts; \*answers telephone, provides information, takes messages and/or refers calls; \*researches compliance data and gathers information; \*provides information to Building Standards visitors and clients; assists with special projects as assigned.

\*Denotes essential functions of the job.

Job Duties

**Job Duty Name**

Vehicle Related Functions

**Description of Job Duty**

\*Checks vehicle tire pressure and fluids (e.g. oil, gas, transmission fluid); \*adds gas, fluids and air as necessary, \*keeps vehicles clean and smoke free; performs minor vehicle maintenance and emergency repairs as needed; \*immediately reports vehicle malfunctions or service needs to supervisor; \*completes all required mileage logs and paperwork on a timely basis, and submits to supervisor as mandated by Codified Ordinance; \*logs required information for management analysis and preventative maintenance of vehicles.

\*Denotes essential functions of the job.

Job Duties

**Job Duty Name**

Other Functions

**Description of Job Duty**

\*Provides quality customer service by assisting the public, clients, staff, community agencies, governmental agencies, vendors, contractors, developers, architects, private and non-profit businesses, and service providers in resolving inquiries, complaints, or problems; \*presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other County personnel, clients, partners, and the public; \*adheres to all policies and procedures (e.g. division, department, county, federal and state); \*attends meetings, conferences, contractor’s meetings, workshops, seminars and training to remain current and knowledgeable and to maintain skills on codes, rules, regulations, policies, regulations, procedures, techniques and to receive information on available resources and requirements in all areas affecting position functions as directed and to maintain certifications and licenses; \*examines professional and technical publications to remain current on mandates, issues, techniques, and procedures; \*attends safety training sessions to learn and review safe work practices as directed and reads and reviews written safety instructions and training materials and applies safety knowledge learned to daily work practices; \*responds to declared and localized emergency situations during and outside regular working hours as directed; assists with special projects as assigned; \*demonstrates regular and predictable attendance.

\*Denotes essential functions of the job.

**Requisition Details**

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Requisition Details

<b>Requisition Number</b>	B-0362019-R
<b>Working Title</b>	Building/HVAC Inspector
<b>Posting Type</b>	External/Public Posting
<b>Number of Vacancies</b>	1
<b>Advertised Salary</b>	\$25.22 – \$27.04 per hour.
<b>Open Date</b>	04/09/2019
<b>Close Date</b>	
<b>Open Until Filled</b>	Yes
<b>Special Instructions Summary</b>	

**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

1. \* Do you possess a valid Building/Mechanical Inspector’s Certification issued by the State of Ohio, Dept. of Commerce Board of Building Standards?

- Yes
- No
- 2. \* Do you have a valid State of Ohio vehicle operator's license?
- Yes
- No

## Documents Needed to Apply

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### Required Documents

### Optional Documents

1. Resume
2. Cover Letter