CITY OF DUBLIN
invites applications for the position of:

Building Inspector

Ohio, USA

Salary: $25.77 - $34.40 Hourly
$53,600.00 - $71,550.00 Annually

Opening Date: 02/13/20

Closing Date:

Description:

Primary Focus
Conducts inspections of commercial and residential buildings during all phases of construction for compliance with the Ohio Building Code, the Residential Code of Ohio, and all applicable ordinances, standards, regulations, and approved plans. Ensures compliance with all applicable codes, standards, and regulations to protect the safety of the general public.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Supervisory Responsibilities
None

Examples of Duties:

Essential Functions
Conducts site inspections on new and existing commercial and residential buildings to determine compliance with applicable codes, standards, regulations, and approved plans related to their construction, alteration, or occupancy; inspects structural and non-structural elements (i.e. footer, foundation, masonry, framing, insulation, and other related elements) as well as building systems (i.e. HVAC, sprinkler, fire alarm, low voltage); documents and records results of inspections; provides notice of non-compliance.

Conducts research related to previous or pending inspections and plan reviews as it relates to codes, standards, equipment, materials, and construction methods.

Responds to inquiries regarding building construction methods, practices, principles, and procedures, providing instruction to general public on proper application of building codes, standards, and regulations.; investigates complaints from home buyers/owners during and after the construction process and recommends appropriate corrective measures.

Meets with stakeholders to discuss issues related to inspections and code compliance.

Attends weekly staff meetings with other inspectors to enhance consistency among inspectors during inspection process.

Attends continuing education classes to maintain professional certifications.

Performs special projects as directed by Director of Building Standards.

Performs other related duties as assigned.

Qualifications:

Minimum Qualifications

https://agencygovernmentjobs.com/dublinoh/job_bulletin.cfm?JobID=2667895
High School Diploma or GED (Associate’s Degree in Construction Technology, Construction Management, or other relevant field preferred) and considerable building inspection or construction supervisor experience (preferably including building inspection record keeping), or any equivalent combination of education and experience. Experience with HVAC is preferred.

Building Inspector Certificate of Competency as issued by the Ohio Board of Building Standards.

Thorough knowledge of building construction practices, principles, methods, materials, and procedures.

Thorough knowledge of the Ohio Building Code (OBC) and Residential Code of Ohio (RCO).

Thorough knowledge of occupational hazards and safety precautions related to building inspection work.

Good written and verbal communication skills.

**Physical Requirements**

Sufficient visual acuity to detect faults (poor construction, improper materials, etc.), at times in poorly lit areas.

Sufficient dexterity and mobility to perform all required inspection tasks on structures of varying design and height at varying construction stages, including stages when sidewalks, ramps, and stairs have not been installed.

Ability to work in extreme temperature conditions, wetness, cold, high humidity.

Ability to operate standard office equipment (i.e. personal computers, telephone, fax machine, copier).

Ability to occasionally lift and move objects weighing 10 – 15 lbs. Ability to occasionally lift and move objects weighing up to 20 lbs.

Ability to move objects weighing over 20 lbs. with the help of equipment/devices, on an infrequent basis.

Ability to work under emergency conditions in support of fire and police operations.

Ability to perform tasks requiring stooping, bending, climbing ladders and stairs, working on roofs.

**Special Requirements**

Valid driver’s license and a safe driving record.

**Other Requirements**

Demonstration of the following established core values: Integrity, Respect, Communication, Teamwork, Accountability, Positive Attitude, and Dedication to Service.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies/procedures.

**CORE COMPETENCIES:**

**Core Competencies**

**Approachability:** Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Conflict Management:** Steps up to conflicts, seeing them as opportunities; read situations quickly;
good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common grounds and get cooperation with minimum noise.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

**Functional Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Listening:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

**Patience:** Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

**Interpersonal Savvy:** Relates well to all kinds of people – up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

**Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

**Self-Development:** Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.

**Technical Learning:** Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars.

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**APPLICATIONS MAY BE FILED ONLINE AT:**
http://www.dublinohiousa.gov

6555 Shier Rings Rd.
Dublin, OH 43016
614-410-4459
shathaway@dublin.oh.us

**Building Inspector Supplemental Questionnaire**

1. Do you possess a High School Diploma or equivalent GED?
   - [ ] Yes
   - [ ] No

2. Do you possess a valid Building Inspector Certificate of Competency as issued by the Ohio Board of Building Standards?
   - [ ] Yes
   - [ ] No

3. Please select from below that which demonstrates your knowledge level of the Ohio Building Code and Ohio Residential Building Code.
   - [ ] Beginner (less than 3 yrs)
   - [ ] Intermediate (3-7 yrs)
   - [ ] Advanced (7 or more yrs)

4. Please select from below that which demonstrates your level of knowledge with building
construction practices, principles, methods, materials, and procedures.

- Beginner (less than 3 yrs)
- Intermediate (3-7 yrs)
- Advanced (7 or more yrs)

* Required Question