CITY OF DELAWARE
invites applications for the position of:

Electrical Building Inspector

**SALARY:** $31.89 Hourly
$66,331.20 Annually

**OPENING DATE:** 03/03/20

**CLOSING DATE:** 03/22/20 11:59 PM

**NATURE OF WORK, ESSENTIAL FUNCTIONS & KSA'S:**

It's a great year to join the City of Delaware's dedicated and hardworking Planning and Development team. We are a "Great Place in America," having been honored by the American Planning Association, and one of Money Magazine's "100 Best Places to Live in America." Delaware is a family-oriented community that blends a traditional hometown atmosphere with a modern, independent spirit. We are committed to the principles of effective government, healthy economy, being a safe city and welcome you to be a part of this great community!

As residential and commercial development increases, so does the need for quality, experienced inspectors. **This newly created position requires an Electrical Safety Inspection (ESI) certification from the State of Ohio.** We desire a candidate who is also willing to pursue the training and experience needed to obtain a Residential Building Official (RBO) certification through the State of Ohio over the next year, as well to enhance overall capacity, nimbleness of staffing, and account for future succession of experienced staff.

If you are someone who prefers to stay busy all day while making a significant difference in our local community and learning from the top professionals in the state, **apply now.** You'll join a talented and hard-working team that completed over 14,375 inspections last year!

**NATURE OF WORK**

Under the immediate supervision of the Chief Building Official and the general supervision of the Director of Planning & Community Development, the Building Inspector II is responsible for inspecting, reviewing, and tracking residential and commercial building activities from the construction document arrival through to the issuance of the occupancy permit, while enforcing various building, zoning, and property maintenance regulations of the City and State.

**ESSENTIAL FUNCTIONS**

1. Perform residential plan reviews of various building permit applications to ensure their compliance with zoning and building regulations.
2. Receive residential and commercial building permit applications and track those applications through the building plan review process including performing plan reviews and inspections.
3. Coordinate reviews for residential and commercial permits as required; such as with zoning, planning, engineering, and utilities.
4. Enforce adopted codes and ordinances of the City of Delaware including building, zoning, and property maintenance.
5. Assist citizens, contractors and developers by answering questions, issuing residential and commercial permits, and collecting appropriate fees.

**SKILLS**

- Skill in reading, writing, interpreting, and explaining codes and regulations to a diverse audience
- Effectively and tactfully communicating detailed and complex construction situations and regulations to a wide variety of audiences.
- Operating electronic devices such as smart phones and computer technology including the City's permit software system.
Utilizing devices and technology in support of conducting reviews and inspections of construction projects.

KNOWLEDGE

- Knowledge of building, property maintenance, and zoning codes administered by the department including State of Ohio adopted building codes.
- Knowledge of building standards and practices within the construction industry.
- Up to date knowledge and certifications required for the position.
- Knowledge of good English, spelling, punctuation and math.

ABILITIES

- Ability to interpret codes, ask for assistance as needed, and accept direction.
- Ability to communicate courteously and effectively, both orally and in writing to a diverse audience.
- Ability to collaborate and cooperate with other departments, agencies and the general public.
- Ability to analyze situations objectively, firmly, courteously and tactfully handle situations.

ILLUSTRATIVE EXAMPLES OF WORK / PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

ILLUSTRATIVE EXAMPLES OF WORK

1. Conduct commercial and residential inspections in accordance with State of Ohio and City of Delaware requirements and certifications for residential and commercial projects.
2. Maintain permit records and files as required and as needed for the Department.
3. Maintain building files and update case files utilizing the Department’s permit software.
4. Conduct inspections of existing properties and enforce ordinances and regulations of the City.
5. Coordinate and collaborate with Departmental personnel as well as other departments during the construction process to ensure a smooth, timely and compliant construction process for applicants.
6. Assist other personnel with development of project parameters for grants and other City sponsored projects.
7. Make recommendations for code changes, amendments, and process improvements.
8. Expedite field inspection process and suggest improvements for such.
9. Utilize the City's permit software for project tracking and inspection workflow and have the ability to utilize this technology in the field remotely.
10. Keep informed of construction technology and methods changes and make recommendations for improvements.
11. Maintain required certifications with the City, County, and State to perform essential functions and as directed.
12. Performs other duties as assigned.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Most work is accomplished in an outdoor construction environment that may involve climbing, crawling, exposure to adverse weather conditions, or potential personal danger.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively via telephone or in person.
- Sufficient visual acuity, with or without reasonable accommodation which permits inspection work of projects and the ability to operate a vehicle and computer equipment.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment.
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to lift and carry objects, up to fifty (50) pounds for varying distances, to work in an office environment and to perform field inspections.

TRAINING, EXPERIENCE, AND QUALIFICATIONS:

REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS

1. High school diploma or equivalent GED.
2. Must possess current State of Ohio certifications for residential and commercial construction including Building, Electrical and/or Mechanical Inspectors (commercial projects) and Residential Building Official (residential plan reviews and inspections).
3. Minimum experience of seven (7) years in construction preferably within a municipal government environment.
5. Must be honest, dependable and trustworthy.

SUPPLEMENTAL INFORMATION / SPECIAL REQUIREMENTS:

This position is part of the Management Pay Plan. Details about the compensation and benefits for this position can be found in the agreement by clicking here.

The class specification which appears above is intended to be sufficient merely to identify the class 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 duties which may be required of employees holding a position assigned to this class.

The City of Delaware 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 Delaware 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.

APPLICATIONS MAY BE FILED ONLINE AT:
https://jobs.delawareohio.net/
1 South Sandusky Street
Delaware, OH 43015
740-203-1025
recruiting@delawareohio.net