



City of New Albany
Position Description

Position Title
Building Inspector

Pay Grade: 10

Department: Community Development

Reports To: Engineer

Purpose of Position

The Building Inspector performs skilled/specialized duties related to residential, commercial and industrial buildings and structures of all types in the process of construction, alteration, or repair to ensure compliance with applicable codes, approved plans and specifications, safe construction practices and other regulations and ordinances related to the safety, health and welfare of the public.

Supervision Received

Work is performed under the general supervision of the development services manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs technically challenging, complex inspections of residential and commercial structures to determine and ensure compliance with administrative policies, codes, regulations, and ordinances.

Works with the Zoning Officer to perform property maintenance inspections and seek voluntary compliance with administrative policies, codes, regulations and ordinances.

Seeks voluntary compliance where standards are not met, recommending corrections, issuing violation notices when necessary and performing re-inspections to determine actions taken to bring a structure into compliance with the standards.

Notifies applicants of any deficiencies or discrepancies from code and provides follow-up inspections of unsafe structures and sites. If necessary, acts on behalf of the Chief Building Official to enforce the code, such as “Stop Work Orders” or suspends, cancels or revokes permits.

Investigates and resolves complaints involving improper workmanship, safety problems, or nuisances related to construction projects.

Provides information to owners, contractors, developers, engineers and architects regarding code standards and requirements; offers assistance to permit applicants.

Maintains cooperative relationships with other departments, peer agencies, private contractors, property owners, architects and other parties to coordinate building, zoning and code enforcement functions.

Assists the Engineer with field inspections of public buildings, underground utilities, flood control, public infrastructure, sediment and erosion control on private and public construction projects and sites; monitors work of contractors against reviewed project schedule; reviews site plans for flood plain compliance.

Performs clerical work, such as daily inspection worksheets, enters inspections into computer.

Prepares reports of field inspections. Documents status, nature of compliance or deficiency, and recommended correction or course of action. Enters necessary data into computerized permit system.

Conducts and/or participates in pre-construction meetings as well as weekly construction progress meetings with developers, contractors, engineers, architects and other staff.

Examines plans, drawings, and specifications for proposed residential and commercial construction projects within the scope of expertise required of this position, usually structural, mechanical and life safety aspects. Works with customers to resolve difficulties or violations of codes.

Performs special projects work as assigned but not limited to inspection for capital improvement projects, drainage and road repairs.

Responds to inquiries from builders, homeowners, and others regarding construction methods, practices, principles, and procedures.

Coordinates inspections with the other inspectors & supervisor when needed during the course of construction

Reviews and updates code standards.

Maintains files and filing system.

Receives, evaluates and qualifies applications and plans for commercial and/or residential building, heating, and electrical permits, etc.

Attends training seminars in order to maintain knowledge of the latest safety standards, technology & software changes to operate computer or electronic devices to perform inspections, emails & documentation of all related duties as required.

Regular and predictable attendance required.

Performs other related essential duties as required.

Accountability

There is a high degree of accountability in this position. Under general direction, this position requires self-scheduling, follow-up and final reporting. The position works autonomously to complete work.

Qualifications

High school diploma or equivalency AND one of the following:

1. Five years of experience as construction contractor or supervisor or as a skilled tradesman for structural carpentry, masonry, steel, or concrete work subject to inspection; or
2. Five years of experience as a full-time non-residential building official, residential building official, residential building inspector, or residential mechanical inspector; or

As a building inspector trainee, one year as a skilled tradesman for work subject to inspection.

Special Requirements

Valid Ohio Driver's License

Building Inspector Certification (Residential and Commercial) from the Ohio Board of Building Standards; or, Residential Building Inspector or Code Official Certification from the Ohio Board of Building Standards and the ability to obtain Building Inspector Certification within 12 months of date of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

In addition to the qualifications identified above, the following knowledge, skills, and abilities are necessary:

Ability to operate a variety of automated office machines including, calculator, copier, computer, telephone system, fax machine, etc.

Ability to effectively use a variety of computer programs.

Ability to utilize departmental tools and equipment including vehicles, tape measures, engineer/architect rules, probes, pentrometer, etc.

Ability to drive a city and/or personal vehicle.

Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; ability to perform tasks that require visual perception and discrimination. Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Ability to read and interpret construction plans and drawings.

Ability to communicate both orally and in writing.

Ability to assign, review, plan and coordinate the work of employees, if applicable.

Ability to comprehend and correctly use a variety of informational documents including requisitions, purchase orders, invoices, applications, plans, site plans, surveys, blueprints and other reports and records.

Ability to comprehend a variety of reference books and manuals including building codes, building material specification requirements manuals, evaluation services reports, codified ordinances, zoning codes, maps, computer handbooks/manuals, etc.

Ability to prepare plan review addendum, reports to Boards/Commissions, violation letters, memos, correspondence and other job related documents using prescribed format and conforming to policies and rules of punctuation, grammar, diction, and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to use and interpret engineering, legal, architectural and electrical terminology and language.

Ability to perceive and discriminate sounds, textures, odors, and shapes.

Ability to use independent judgment, common sense, and principals of influence and rational systems in the performance of tasks; ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices and departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful and professional manner with clients, coworkers, supervisors and the general public.

Ability to counsel and mediate; ability to persuade, convince, influence, teach and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively and professionally with Administrator, Council, developers, builders, homeowners, other Village personnel, and the general public verbally and in writing.

Environmental Adaptability

Ability to work effectively in an office environment and at construction site locations being exposed to weather extremes, dust, electrical current, machinery, etc.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

The Village of New Albany does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment.

Date Created: April 25, 2000

Modified: August 18, 2000

Modified: November 5, 2001

Modified: January 1, 2003

Modified (specific to changing Bldg/Zoning to Comm Dev): January 1, 2006

Modified: March 12, 2007

Modified: November 28, 2017