



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

---

470 Center Street • Building 4 • Chardon, Ohio 44024-1071

## ***Job Opportunity #1112*** ***Posted from Friday, May 21, 2021 until Filled***

**Position:** Multi-Certified Inspector IV  
**Department:** Building Department  
**Pay Grade:** 15

**Definition:** Under general direction of the CBO and or Assistant CBO, conducts on-site inspections of building construction in commercial, industrial and residential buildings to ensure compliance with building codes and approved plans; issues permits and conducts plan examinations; answer phone and enter inspections; performs related duties as required; assist safety forces during fire, and weather-related events; performs related duties as required.

### *Typical Examples of Duties & Percentage of Time:*

- 60 - 80% Performs on-site inspections of all types of buildings (residential, industrial, commercial) to ensure compliance with the building codes; inspects electrical and heating work, footings, foundations, frames and drain tiles, etc.; enforces standards of workmanship to comply with building codes to ensure public safety.
- 20 - 35% Interacts with contractors and property owners regarding inspections; answers questions and provides information and technical assistance; recommends methods for achieving code compliance; issues building and final occupancy permits; writes plan examinations; re-inspects violations and conducts final inspections; appears in court as needed regarding violations.
- 10 - 30% Reviews and approves plans, engineering reports and other documentation; enters plan information into computer database; writes plan examinations; attends educational meetings; answers phones for department. Maintain required training to maintain re-certification hours mandated by the Ohio Board of Building Standards.

### *Knowledge, Skills and Abilities:*

Knowledge of (1) methods of construction including electrical, heating, and structural, (2) building codes and related laws and legal procedures and terminology; (3) defects in structural systems and effective corrective measures. Skill in (4) the use of basic computer software programs  
Ability to (5) read blueprints and compare with construction in progress, (6) make judgment decisions and interpret codes, (7) establish and maintain effective working relationships with owners, contractors, co-workers and the public, (8) explain regulations in a clear, concise manner, (9) prepare and maintain accurate reports and records, (9) assist the different Townships, Villages and City with unsafe structures and safety issues.

*Experience Requirements:*

Associates degree or an equivalent technical diploma/certification in building technology or a related field with three years of related inspection experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job. Position requires a minimum of five Ohio Board of Building Standards certifications such as a Commercial Building Official (CBO), Class III Building Inspector (BI), Electrical Safety Inspector (ESI) and Residential Building Official (RBO), Residential Building Inspector (RBI).

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule

Must possess valid Ohio driver's license and acceptable driving record

Requires vision (which may be corrected) to read small print.

Is subject to inside and outside environmental conditions.

Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Requires being able to climb ladders and scaffolding

Please submit an *Application for Employment* and resume to the Geauga County Commissioners, Attn: HR Administrator #1112, 470 Center Street Bldg. #4, Chardon OH 44024. Please refer to details and application at <https://co.geauga.oh.us/Notices/Jobs>.