

## **BUILDING INSPECTOR II**

**Salary:** \$60,507.20 - \$84,718.40 Annually

**Closing:** 10/3/2022 11:59 PM Eastern

**Nature of Work, Essential Functions & KSA's**

### **INTRODUCTION:**

You can do great work and love what you do with the City of Delaware. We are an organization that succeeds because of teamwork, dedication, diversity, and the innovative spirit of all our employees. The City of Delaware is an award-winning local government organization known for its professionalism, customer service orientation and a strong commitment to distinctive and well-planned community development. The work environment is stable with excellent benefits and retirement packages. Our mission is to ensure an effective government, a healthy economy, being a safe city and welcoming you to be a part of this great community!

Under the immediate supervision of the Chief Building Official and the general supervision of the Director of Planning and 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. Position requires regular and reliable attendance.

**ESSENTIAL FUNCTIONS:** For purposes of 42 USC 12101

- Performs residential plan reviews of various building permit applications to ensure their compliance with zoning and building regulations.
- Receives residential and commercial building permit applications and tracks those applications through the building plan review process including performing plan reviews and inspections.
- Coordinates reviews for residential and commercial permits as required, such as with zoning, planning, engineering, and utilities.
- Enforces adopted codes and ordinances for the City of Delaware including building, zoning, and property maintenance.
- Inspects ongoing projects for the City of Delaware.
- Assists citizens, contractors, and developers by answering questions, issuing residential and commercial permits, and collecting appropriate fees.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **KNOWLEDGE**

- Codes and ordinances relating to building and zoning.

- Modern techniques and methods of building construction, including use of materials and equipment.
- Principles and practices of the International Building, Plumbing, Elevator, Pressure Piping, Fire, Mechanical, and Electrical Codes.
- Principles of structural design, engineering mathematics and building inspection.
- Research methods and sources of information related to building code enforcement.
- Court system.
- Property maintenance terminology.
- Building standards and practices within the construction industry.
- Microsoft Office applications (e.g., Outlook, Word, Excel, Publisher, Access, Sharepoint, OneNote, and Teams) and other computer software.
- City and Department goals and objectives.
- City and Department policies and procedures.
- Government structure and process.
- Safety practices and procedures.

## SKILLS

- 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.
- Excellent organization, attention to detail, accuracy, time management, and critical thinking skills.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Civic engagement and customer service.

## ABILITIES

- Understand and interpret plans, diagrams, blueprints, and specifications.
- Administer a variety of building inspection and related code enforcement activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; analyze and check complex plans and specifications.
- Assist in preparing code amendments; interpret building policies and procedures to the public.
- Interpret and apply City policies, procedures, rules, and regulations as well as the Building Codes.
- Answer inquiries, resolve complaints and communicate with property owners, lessees, contractors, developers, and the public in an effective, tactful, and courteous manner, and to follow up and bring resolution to violations.
- Understand, interpret, and apply laws, rules, or regulations to specific situations.
- Operate assigned equipment.
- Add, subtract, multiply, and divide.
- Prepare correspondence.
- Compile and prepare reports.
- Understand and follow written and oral instructions, policies, and procedures.
- Be honest, dependable, and trustworthy.
- Maintain effective working relationships.
- Communicate effectively, both in oral and written form.
- Exercise independent judgement and discretion.

- Perform work in a safe manner and report unsafe activities, conditions, and faulty equipment.
- Follow written and verbal instructions.
- Prepare clear and concise written reports.
- Work in a professional environment.

## **Illustrative Examples of Work / Physical Requirements & Working Conditions**

### **PHYSICAL REQUIREMENTS**

- 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**

#### **QUALIFICATIONS:**

#### **EDUCATION/EXPERIENCE**

- Completion of secondary education or equivalent (High school diploma or equivalent GED).
- Must possess current State of Ohio certifications for residential and commercial construction including Building, Electrical and/or Mechanical Inspectors (commercial projects) or Residential Building Official (residential plan reviews and inspections).
- Four or more years of experience in construction preferably within a municipal government environment.
- Possession of a valid State of Ohio Motor Vehicle Operators License and ability to maintain insurability under the City's vehicle insurance policy.
- Regular and reliable attendance
- Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed below.

### **Supplemental Information / Special Requirements**

#### **ADDITIONAL INFORMATION:**

The City of Delaware offers a complete benefits package to full-time employees including: health, dental, and life insurance, retirement pension and savings plans, paid holidays, vacation, sick leave, and longevity pay and in many positions, paid uniforms or clothing allowance. 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 information above is intended to be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all the duties which may be required of employees holding this position.

*The City of Delaware is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. 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.*

## **Application Instructions**

Please submit your application via our careers page, <https://jobs.delawareohio.net>. We look forward to hearing from you!