

**CITY OF BRECKSVILLE**  
**Job Description**

**Job Title:** Building Inspector  
**Department:** Building  
**Reports To:** Chief Building Official  
**FLSA Status:** Exempt  
**Approved Date:** March 2015

**JOB SUMMARY**

This position is responsible for enforcing the state and municipal building codes. The work is performed under the direction of the Chief Building Official with latitude allowed for the exercise of independent professional judgment.

**CLASS CHARACTERISTICS**

This is a full time professional classification position. Independent judgment and initiative are required to insure enforcement of Federal, State, and City building codes.

**ESSENTIAL FUNCTIONS**

Inspects all residential, commercial, and industrial building construction to be in compliance with approved plans and associated building codes.

Reviews residential plans and permit applications as needed.

Attends Planning Commission, Board of Zoning Appeals and/or Council meetings as required.

Compiles records inspections reports.

Informs owners and contractors of work not in conformance with approved plan.

Closes out all open permits.

Receives, investigates and resolves building code complaints.

Receives, investigates and resolves property maintenance complaints as needed.

Receives phone calls and responds to code or ordinance questions.

Conducts inspections for residential rental occupancies.

Conducts commercial/industrial safety inspections of tenant spaces for tenant change.

Conducts safety inspections for theater productions.

Inspects and enforces complaint violations as needed.

Writes letters, violation notices and court summons as needed.

Performs other duties as assigned.

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

Thorough knowledge of the State of Ohio Residential and Non-Residential Building Code and City of Brecksville Building Code. Good knowledge of modern practices, principles, and materials used in building construction. Computer skills and the ability to learn and utilize software applications; ability to read and interpret building plans and specifications; ability to establish and maintain effective working relationships with, contractors, architects and the general public.

### **PHYSICAL DEMANDS**

Must be able to lift and carry up to 25 pounds and to pull, push, or drag up to 50 pounds of materials and supplies. The Building Inspector is required to run, walk, climb, kneel, squat, stoop, bend, and sit while inspecting construction sites. Some physical exertion may be required for prolonged periods of time. Must be able to work in confined spaces. Must use eyes, ears, nose, hands and fingers to perform assigned duties and responsibilities. This position requires the employee to have 20/20 vision with or without corrective lenses due to detail required in work; entails some exposure to heights; mechanical, electrical, and chemical hazards; fumes; odors; dust; and toxic waste hazards.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

Employee generally works 20% indoors and 80% outdoors. The work environment indoors is usually in a temperature-controlled office; some travel is required. While performing the duties of this job outdoors, the employee works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including, but not limited to outdoor construction equipment.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, architecture, or a closely related field and two years of supervisory experience in the building design or construction industry, building or housing inspection, code enforcement or a closely related field; or graduation from high school or possession of a high school equivalency diploma and six years of experience in the building design or construction industry, building or housing inspection, code enforcement or a closely related field including at least two years in a supervisory capacity; or an equivalent combination of training and experience.

Must hold the following certifications from the State of Ohio, Board of Building Standards: Building Inspector, Electrical Safety Inspector, and Residential Building Official. Certification as Building Official, Plumbing Inspector and Residential Plumbing Inspector would be desirable. Valid driver's license with the State of Ohio.

Selected applicants are subject to, and must pass a physical, drug test and background check.

### **MISCELLANEOUS**

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.