REVISED: 6-26-94

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Building Inspection Supervisor	CODE: 24113C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from industrial safety administrator, supervises all building inspectors within assigned district to ensure inspectors carry out duties in accordance with codes & standards of Division of Factory & Building;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	69-75	Supervises all building inspectors within assigned district, accompanies inspectors on rotating basis & observes performance to ensure inspectors carry out duties in accordance with codes & standards set by Division of Factory & Building (e.g., monitors inspection procedures, reading of blueprints, public relations & handling consultations with architects, contractors & owners), provides technical assistance to field inspectors in their preparation of reports, interpretation of codes & other related areas, conducts written & oral reviews of inspectors & offers suggestions for their improving performance & acts as mediator to coordinate activities between inspector & public when conflict arises on construction site involving code interpretation.	Knowledge of (1) supervision*, (2) employee training & development*, (3) public relations, (4) all building trades (e.g., plumbing, carpentry, welding, electrical), (5) interviewing, (6) Ohio building codes & statutes; ability to (7) calculate fractions, decimals & percentages, (8) define problems, collect data, establish facts & draw valid conclusions, (9) resolve angry complaints from public, (10) establish friendly atmosphere as supervisor of work unit, (11) interpret variety of technical material in books, journals & manuals (e.g., blue print reading). (*)Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS (including license, if any.):	TRAINING & DEVELOPMENT:
Exposed to dangerous situations on construction sites; requires travel.	Satisfactory completion of initial examination administered by Ohio Board of Building Standards or other certification recognized by Ohio Board of Building Standards per Section 3781.10 (E) of Revised Code; 6 mos. exp. as certified building inspector.	Satisfactory completion of continuing building code education per Section 3781.10 (E) of Revised Code) to remain certified.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	15-21	Conducts field inspections of construction sites, explosive magazines, buildings & race tracks in assigned areas for compliance to Ohio building codes (e.g., inspects projects during all phases of construction to assure compliance with approved blue-prints; checks construction materials for necessary quality & desired specifications), consults with architects, contractors & owners concerning violations & recommends corrective measures.	Knowledge of 3, 4, 5, 6, (12) inspection & investigation techniques; ability to 7, 8, 9, 11.
3	7-13	Prepares written reports on inspections; maintains files on all construction sites in assigned area; testifies at adjudication order hearings; prepares weekly & monthly activity, adjudication, time & expense reports; coordinates & conducts training seminars & meetings; develops & issues procedural instructions to field inspectors; works with public & private sector in determining feasibility of proposed methods to handle specific operational problems related to building codes; acts as liaison between division office & field inspectors.	Knowledge of 1, 2, 3, 4, 5, 6; ability to 7, 8, 10, 11, (13) prepare meaningful, concise & accurate reports, (14) use research methods in gathering data, (15) handle sensitive telephone or face-to-face contacts with business persons in public or private sector or with government officials.

(*)Developed after employment.

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