NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Plumbing Inspection Administrator	24165C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general direction from sanitarian administrator, plans & directs implementation of statewide plumbing inspection program to enforce state codes, develops policies & procedures, directs implementation of training & certification programs for state & local plumbing inspectors, coordinates examination & review of plans for plumbing installations, plans & conducts consultation & information program directed toward plumbing industry & other state & local agencies;

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	72-78	Plans & directs implementation of statewide plumbing inspection program to enforce state codes, develops policies & procedures relative to implementation of program, monitors, reviews & evaluates work of plumbing inspection staff through plumbing inspection supervisor, plans & conducts statewide program of investigation to promote cross connection control in existing public buildings, directs implementation of training & certification programs for state & local plumbing inspectors & interviews & recommends candidates for vacant positions.	Knowledge of (1) management, (2) manpower planning, (3) employee training & development, (4) supervision, (5) public relations, (6) interviewing, (7) state codes & standards governing plumbing installations, (8) plumbing inspection procedures & techniques; skill in (9) plumbing; ability to (10) understand & interpret extensive variety of technical materials, (11) define problems, collect data, establish facts & draw valid conclusions, (12) calculate fractions, decimals & percentages, (13) write & edit technical materials, (14) establish friendly atmosphere as manager of section.

(186)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 7 yrs. practical plumbing exp. to include skill & training in matters related to sanitary regulations concerning plumbing work per Section 3703.04 of Revised Code plus 2 yrs. exp. in inspection of plumbing installation & drainage in accordance with state regulations & 12 mos. supervision/management exp. Valid Driver's License.

TRAINING & DEVELOPMENT

FORM ADM-4134

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	12-18	Plans & conducts consultation, education & information programs directed toward plumbing industry & other state & local agencies.	Knowledge of 1, 5, 7; skill in 9; ability to 10, (15) prepare & deliver technical material for technical & general audience, (16) handle contacts with government officials & private company officials.
3	7-13	Coordinates examination & review of plans for plumbing installations submitted by architects, engineers & contractors; provides for issuance of permits for all plumbing installations reviewed & approved by plumbing inspection staff.	Knowledge of 4, 7, 8; skill in 9; ability to 10, 11, 13, 14.

(187)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT