

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Building Inspection

SERIES NO.:

2411

MAJOR AGENCIES:

Commerce only

EFFECTIVE DATE:

4/1/2018

SERIES PURPOSE:

The purpose of the building inspection occupation is to perform inspections of new construction sites, alterations & additions to existing commercial & state owned buildings & ensure changes in occupancy of existing structures are safe & in compliance with state building codes and to report any violations deemed necessary.

At the entry level, incumbents, along with higher level inspectors, perform a full range of building inspections.

At the full performance level, incumbents independently perform the full range of building inspections.

At the supervisory level, incumbents supervise building inspectors to ensure enforcement of state building codes.

JOB TITLE

Building Inspector 1

JOB CODE

24110

EFFECTIVE

4/1/2018

PAY GRADE

28

CLASS CONCEPT:

The entry level class works under direction & requires thorough knowledge of building, trades, laws, practices & procedures & computer software in order to perform a full range of building inspections for compliance with state building codes (e.g., soils, footings & foundations, structural metal & wood framing, masonry, reinforcing steel, insulation, concrete, drywall & rated assemblies, fire alarm systems, handicap accessibility requirements) by working alongside& assisting higher level Building Inspectors.

JOB TITLE

Building Inspector 2

JOB CODE

24111

EFFECTIVE

4/1/2018

PAY GRADE

30

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of building trades, laws, practices & procedures & computer software in order to perform full range of building inspections for compliance with state building codes (e.g., soils, footings & foundations, structural metal & wood framing, masonry, reinforcing steel, insulation, concrete, drywall & rated assemblies, fire alarm systems, handicap accessibility requirements) & trains lower level Building Inspectors as assigned.

JOB TITLE

Building Inspection Supervisor

JOB CODE

24115

EFFECTIVE

4/1/2018

PAY GRADE

12

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of building trades, laws, practices & procedures & computer software in order to supervise & provide technical assistance to building inspectors & mediate disputes between contractors & building inspectors to ensure compliance with state building codes.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Building Inspector 1	24110	07	4/1/2018	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in performing field inspections of new construction sites & alterations, additions & changes of occupancy to existing structures to ensure compliance, safety & licensing with state building codes & statutes, inspects all materials delivered to job sites & performs special inspections as result of public complaints, upon requests from other state agencies & a as result of natural or man-made disasters, prepares required inspection reports & makes recommendations for issuance of adjudication orders to stop construction or correct violations & offers advice/assistance to alleviate problems by working alongside higher level Building Inspectors conducting inspections.

Assists in reviewing & approving construction documents approved by the Bureau for new construction, alterations or changes of occupancy submitted for new construction or remodeling of existing facilities, ensures construction documents comply with building codes & all phases of construction follow approved specifications & plans.

Consults periodically with building owners, architects, contractors & local health officials concerning violations found at construction sites or at existing buildings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of all building trades*; Ohio building codes concerning new construction*, alterations, additions & changes in occupancy of existing structures*; public relations*. Skill in operation of personal computer; use of calculator &/or adding machine. Ability to conduct inspections, cite violations & take necessary corrective action; gather, collate & classify information about data, people or things; handle routine & sensitive contacts with & inquiries from contractors government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of labor union sponsored training program in plumbing, carpentry, electrical, welding & related building trades; 2 yrs. additional exp. in building trades which must have included carpentry, electrical, plumbing & welding work & reading blueprints; valid driver's license.

-Or 4 yrs. trg. or 4 yrs. exp. in plumbing, carpentry, electrical, welding & other general building trades which included reading blueprints; valid driver's license.

-Or equivalent of Minimum Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully pass examination for Certification as a Building Inspector through the Ohio Board of Building Standards within 365 days from date of hire. Failure to successfully pass Certification to inspect buildings within 365 day probationary period shall automatically result in removal.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to varying temperatures, loud noises, dust & various elements & hazards normally associated with construction sites.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Building Inspector 2	24111	07	4/1/2018	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently or as lead worker performs field inspections of new construction sites & alterations, additions & changes of occupancy to existing structures to ensure compliance, safety & licensing with state building codes & statutes, inspects all materials delivered to job sites & performs special inspections as result of public complaints upon requests from other state agencies & as result of natural or man-made disasters, prepares required inspection reports & makes recommendations for issuance of adjudication orders to stop construction or correct violations & offers advice/assistance to alleviate problems & trains lower level Building Inspectors as assigned.

Reviews & approves construction documents approved by the Bureau for new construction, alterations or changes of occupancy submitted for new construction or remodeling of existing facilities, ensures construction documents comply with building codes & all phases of construction follow approved specifications & plans.

Consults periodically with building owners, architects, contractors & local health officials concerning violations found at construction sites or at existing buildings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of all building trades; Ohio building codes concerning new construction, alterations, additions & changes in occupancy of existing structures; public relations*. Skill in operation of personal computer; use of calculator &/or adding machine. Ability to conduct inspections, cite violations & take necessary corrective action; gather, collate & classify information about data, people or things; handle routine & sensitive contacts with & inquiries from contractors government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certification as a Building Inspector through the Ohio Board of Building Standards; 2 yrs. trg. or 2 yrs. exp. in the use of computers, wireless technology & software such as Outlook, Adobe, Word; valid driver's license.

Please note: an agility assessment will be conducted to ensure capability to endure hazardous elements of this position

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain status as a Certified Building Inspector to include fulfilling the requirements for Continuing Education within the specified time period of most recent certification. Such continuing education should be balanced between building code knowledge & training, general construction industry information, technology advancements in construction materials & techniques, & computer utilization using associated applications.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to varying temperatures, loud noises, dust & various elements & hazards normally associated with construction sites.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Building Inspection Supervisor	24115	EX	4/1/2018	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises building inspectors t, accompanies inspectors on rotating basis & observes performance to ensure inspectors carry out duties in accordance with codes & standards set by Division of Industrial Compliance (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.

Conducts field inspections of construction sites, or compliance to Ohio building codes (e.g., inspects projects during all phases of construction to assure compliance with approved blueprints; checks construction materials for necessary quality & desired specifications), consults with architects, contractors & owners concerning violations, recommends corrective measures & prepares required records & reports for inspections conducted.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; all building trades; Ohio building codes concerning new construction, alterations, additions & changes in occupancy of existing structures; public relations. Skill in operation of Personal Computer; use of calculator &/or adding machine. Ability to interpret variety of technical material in order to advise & train inspectors & conduct inspections; gather, collate & classify information about data, people or things; handle routine & sensitive contracts with & inquiries from contractors, government officials & general public; establish friendly atmosphere as supervisor. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current certification as a Building Inspector through the Ohio Board of Building Standards; 2 yrs. exp. as Building Inspector 2, 24112; valid driver's license.

-Or current certification as a Building Inspector through the Ohio Board of Building Standards; 2 yrs. exp. as a certified building inspector for city or county municipality.

-Or equivalent of Minimum Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain status as a Certified Building Inspector to include fulfilling requirements for Continuing Education within specified time period of most recent certification. Such continuing education should be balanced between building code knowledge & training, general construction industry information, technology advancements in construction materials & techniques, & computer utilization using associated applications.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to varying temperatures, loud noises, dust & various elements & hazards normally associated with construction sites.