

# CLARK COUNTY NOTICE OF VACANCY

**Job Title:** Inspector 1  
**Location:** Clark County Community and Economic Development, 3130 E. Main St, Suite 1A, Springfield, Ohio  
**Supervisor:** Community and Economic Development Director  
**Pay:** \$17.68 to \$24.74 (based on experience and certifications) + 3.5% increase after successfully completing probation  
**Classification:** Full-Time • Classified • Non-Exempt • Benefits  
**Date Issued:** January 31, 2019  
**Filing Deadline:** February 14, 2019 at 4:30 p.m.

**Instructions:** Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Clark County Personnel Office, 3130 East Main St., Springfield, Ohio 45505, fax to (937) 328-2486, or email [hr@clarkcountyohio.gov](mailto:hr@clarkcountyohio.gov). Please be sure to specify skills and experience applicable to the position for which you are applying. Applicants needing accommodation in completing this application, please contact the County Personnel Office at (937) 521-2015. Applications may be obtained in the County Personnel Office or online at [www.clarkcountyohio.gov](http://www.clarkcountyohio.gov)

## Summary of Responsibilities:

- Perform skilled inspection of new, existing, and altered buildings and structures to ensure compliance with local and state building codes, ordinances and regulations. Employees in this class possess knowledge of building construction methods, materials, and principles, as well as applicable city, county, regional, and state regulatory practices. Must obtain State of Ohio Board of Building Standards license as a residential building inspector before the end of the probationary period.

## Summary of Essential Duties:

- Inspects new and existing residence, business, commercial and other buildings and structures for conformance with regulated safety and other requirements of established state and regional codes, ordinances, and regulations; performs second inspections as needed and reports for compliance or non-compliance to previous violations.
- Checks permit numbers and approved plans on site for the purpose of comparing documented data to actual work performed.
- Renders approval or disapproval of inspected sites regarding the issuance of building permits or stop work orders.
- Issues stop work orders for any construction without evidence of permits or licensure, or conducting activities in violation of established codes, ordinance and regulations.
- Investigates complaints of defective projects which are reported; notifies responsible parties of defects, and issues oral and/or written instructions for correction.
- Advises builders, owners, contractors and architects on building and structural problems, and needed modifications of plans/specifications/blueprints to bring about compliance.
- Prepares daily and monthly records and reports of inspections performed covering conditions found, actions taken, and recommendations made for further action, as well as names of owners, builders and addresses of inspections.
- Attends and participates in workshops, meetings, seminars, and/or training opportunities regarding certification, to acquire current industry knowledge, and to maintain current knowledge of regulatory developments.
- Receives various forms, work orders, maps, diagrams, plans, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing, Microsoft Word, Excel, Picasa, BDS, BS&A, word processing, spreadsheet, database, Internet, email, or other software; and operates/maintains general office or other equipment as necessary to complete essential functions.
- Communicates with supervisor, employees, contractors, building owners, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

## Summary of Requirements:

- High School diploma and Vocational/Technical training in related construction or inspection field; supplemented by one (1) to two (2) year(s) of progressively responsible experience in building construction or inspection activities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must obtain State of Ohio Board of Building Standards license as a residential building inspector before the end of the probationary period.
- Must possess and maintain an Ohio driver's license.

Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H  
Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex,  
genetic information, sexual orientation, religion, age, disability or military status.