

Delaware County
Code Compliance Department
Building Inspector (Residential and Commercial)

Position Type: Full-time; Non-Bargaining Unit
Address: 50 Channing Street, Delaware, OH 43015
Typical Work Schedule: 7:30 a.m. to 4:00 p.m., Monday through Friday
Pay Range: \$25.45-\$34.35 per hour/Commensurate based on experience.
FLSA: Non-exempt

Job Summary: Individual is responsible for the consistent enforcement and administration of the codes, standards and County regulations pertinent to construction. Individual reports to Code Compliance Supervisor/Designee.

Qualifications: High School diploma or GED and three (3) years of related work experience. Individual is required to have the State Certification as a Building Inspector and Residential Building Inspector. Interim license holders will be considered. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

All required licenses and certificates must be maintained as a condition of continued employment.

Essential Job Functions:

- Inspects residential and commercial buildings for code compliance;
- Addresses questions relating to compliance with building codes, both over the phone and at the office;
- Data entry of inspection results, when necessary;
- Researches code related questions and provides guidance/assistance regarding applicable codes;
- Plans out daily inspections;
- Supports Code Compliance programs and other programs by working with local agencies, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Devises correspondence, completing forms and developing reports associated with the Code Compliance operation;
- Handles client complaints and public inquiries regarding programs;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops;
- Hold as confidential, all aspects of the job;
- Performs typing, word processing, and related computer operations; and
- Works overtime and outside of typical work schedule/business hours as required; and,
- Performs other duties as required.

For more information please access www.co.delaware.oh.us (Human Resources – Employment Opportunities) or contact Fred Fowler at 740-833-2201.