

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 12/22/2020

Response Deadline: 01/22/2021

(Resumes accepted until vacancy is filled.)

Agency: Building & Zoning Department	Job Title: Building Inspector
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$21.63 - \$31.15/hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: 7:30 a.m. – 4:00 p.m.

Essential Functions:

Inspections, 70-75% of the time.

Performs on-site inspections of construction and building activities, including inspection of new buildings when footer is poured, when framing is erected, and prior to occupancy, inspection of insulation and ventilation, and final inspection; prepares reports of inspections.

Plan Review, 5% of the time.

Reviews all new construction and renovation building plans for dwellings and structures with three or fewer family units; recommends changes to plans to meet building code requirements; computes value of permits and assesses fees.

Interaction with Public, 10% of the time.

Answers inquiries from the public, building contractors, and architects; assists customers with meeting building code standards; prepares correspondence and notifies property owners and building contractors of problems and issues and of changes in applicable codes.

Other Duties Required, 5-10% of the time.

May assist on commercial building inspections and with zoning questions and enforcement as requested by the Building & Zoning Administrator; and performs other duties as required or assigned.

Required Qualifications:

Thorough knowledge of Ohio Building Code, Residential Code of Ohio, county building regulations, construction techniques; advanced knowledge of architectural drawings and plans; must possess valid Ohio driver's license and have safe driving record; must be able to access work sites under construction under difficult conditions. High school degree or equivalent required. Must have Building Inspector and Residential Building Official certifications; or equivalent, from State of Ohio or must have interim certification and obtain full certification within one year of appointment. A State of Ohio Electrical Safety Inspector Certification; or ability to obtain certification, is desirable.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

Email to: resumes@bcOhio.us

(YOU MUST INDICATE JOB TITLE IN SUBJECT LINE.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans With Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER