



PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION
An Equal Opportunity Employer

POSITION TITLE: Building Inspector III

DIVISION: Building Department

CIVIL SERVICE STATUS: Classified, FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: Chief Building Official

CRITICAL CHARACTERISTICS:

- Patient
- Efficient
- Accurate
- Persistent
- Ability to manage multiple tasks simultaneously
- Ability to enforce regulations firmly, tactfully and impartially
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Duties include securing compliance with the OBC, OMC, RCO, OPC, NFPA codes, IECC Energy Code, County Regulations and Codes, and other related codes and resolutions.
- Performs detailed review of residential structure plans, electrical plans, and other related codes and ordinances.
- Responsible for timely review of permit applications and building plans. Issues building permits when plans are adequate for the work involved.
- Maintains a safe, and orderly work environment.
- Maintains permit and correspondence data thru use of computer and business software applications.
- Other duties as required or directed.
- Attends and participates in mission-related events, meetings, committees and workshops as required.

POSITIONS SUPERVISED:

None

Initial _____

QUALIFICATIONS:

Possession of a high school diploma or GED; any combination of education, training and experience which provides the necessary skills, knowledge and abilities to perform the work of this class. Other requirements include:

- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient in building construction and inspection procedures and methods.
- Must be able to read and interpret plans and specifications and to recognize deviation from such plans in the construction process.
- Must be proficient with Microsoft Office software including Word and Excel.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Must have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Must have the ability and commitment to work with the public.
- See Licensure and Certification requirements below for further qualifications.

COMPUTER/TECHNOLOGY/SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, electronic resources, internet, other miscellaneous County related software applications.

EQUIPMENT OPERATED

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, digital camera, laptop with, two-way radio, Global Position Systems (GPS) devices

ADDITIONAL WORKING CONDITIONS/ PHYSICAL DEMANDS

- Occasional evening/weekend meetings or assignments may be required.
- May be required to report for disasters, emergencies, drills, exercises or other critical events related to the mission of the agency.
- Travel within the County and to neighboring Counties may be required.
- May be required to drive in inclement weather.

- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, oil, fumes, odors, dusts, mists, gases or poor ventilation.
- May require working in rough terrain, climbing ladders / steps, and working in confined spaces.
- Requires physical ability for lifting weight up to fifty (50) pounds; ability to work for extended periods of time.
- Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Certification in the following from the State of Ohio per 4101:7-3-01 of the Ohio Administrative Code.
 - Residential Building Inspector:
 - Building General
 - Mechanical General
 - Electrical Safety Inspector (ESI): Certification by the State of Ohio as a certified ESI.
- Valid Ohio Driver's License and insurability under the County's Motor Vehicle Policy.
- Satisfactory completion of continuing Education, certification renewal, and other licensure or certification required to perform work in this position.
- *NOT REQUIRED*, but it is preferred that employees obtain their certifications as Plumbing Inspector, Residential Building Official, Building Official as they are qualified to do so per the OAC.

Building Inspector III
Electrical Safety & Residential Building Inspector

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

____/____/_____
Date

Employee Signature

____/____/_____
Date

Date Adopted: TBD
Date Revised: 09/10/26

Initial _____