



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
TELEPHONE (440) 204-2066 FAX (440) 204-2527

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THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES  
APPLICATIONS FOR:

### State (of Ohio) Certified Building Inspector

**Grade 27 Interim Certificate**  
Starting pay: \$ 21.45/hr  
\$ 22.64/hr after 6 months  
\$ 23.84/hr after one year

**Grade 28 State Certified**  
Starting pay: \$22.14 /hr  
\$ 23.37/hr after 6 months  
\$24.60/hr after one year

Applications for the classified position of State Certified Commercial Building Inspector are available in the Lorain Civil Service Commission office, 7th floor, Lorain City Hall, or online at [www.cityoflorain.org](http://www.cityoflorain.org) under Civil Service and then Job Application (please follow the 4-step instructions) beginning Tuesday, October 5, 2021 through Tuesday, October 19, 2021 between the hours of 9:00 a.m. and 4:30 p.m. The office is closed on holidays & each day between approximately 12:00-1:00 p.m. Applicants must be U.S. citizens or must possess a valid permanent resident card. Applicants must be at least 21 years of age and have a High School Diploma or GED. All applicants must possess a valid Ohio Drivers license to be shown at time of application. Applicants must have working experience as an inspector of commercial & residential buildings in the State of Ohio. The Building Inspector (State Certified) must possess and maintain State of Ohio Certification as a Building Inspector and Residential Building Inspector (and at minimum must possess Interim certificate). Additional State of Ohio certification as Electrical Safety Inspector, and/or Plumbing Inspector or ability to obtain within first year of employment highly desirable. Salary shall be commensurate with dual/multiple certifications. **Must maintain an active certification status.** Copy of the job description will be attached to this ad at [www.cityoflorain.org](http://www.cityoflorain.org) under Civil Service Department "Current Opportunities". You or your representative may either submit application in person or via email to: [rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org)

**AN EQUAL OPPORTUNITY EMPLOYER**



## Position Description

**Position Title:** Building Inspector  
**Department:** Building, Housing and Planning  
**Salary Grade:** USW-6621 Grade 25 (Trainee)  
USW-6621 Grade 27 (Interim Certificate)  
USW-6621 Grade 28- (State Certified)  
**Reports to:** Chief Building Official  
**FLSA:** Non-Exempt  
**Date:** September 2018  
**Addendum:**

### Position Summary:

Performs skilled inspection work under the direct supervision of a Class I State of Ohio Certified Building Official; enforces compliance with the Ohio Basic Building Code, The Ohio Basic Building Code (Mechanical), the CABO One and Two Family Dwelling code, the City of Lorain Planning and Zoning Code and related ordinances; does related work as required.

### Duties and Responsibilities:

#### Department Administration

1. Conducts inspections to ensure compliance with property and housing codes. Inspects, approves or disapproves construction for compliance with Ohio Building Codes and City Housing Codes
2. Inspects all properties within the City to identify health and safety hazards and other code violations.
  - Notifies owner regarding code requirements, specifies appropriate corrective measures, solicits and encourages cooperation, establishes timeframe for compliance and ensures owner understanding.
  - Conducts re-inspections as necessary to ensure identified violations were corrected to code.
  - Enforces permit requirements.
3. Maintains records reflecting inspections conducted violations identified and other pertinent data. Prepares reports as required;
4. Investigate complaints regarding code violations;
5. Maintains public relations with citizens, officials, and local business representatives
6. Determines ownership of property to insure legal notification of owners;
7. Mails legal notices for property maintenance program and maintains record of notices issued;
8. Processes condemnations through legal notification process to demolition;

9. Testifies in court concerning code enforcement issues;
10. Completes daily and monthly reports reflecting inspections conducted. Prepares memorandums for assessment of charges to real property;

#### **Necessary Competencies:**

1. Communication Skills- written and verbal
2. Customer Service
3. Problem Solving
4. Prioritizing
5. Attention to detail

#### **Requirements:**

##### **Knowledge of:**

- Applicable federal, state and/or local building and zoning codes, ordinances, regulations and laws;
- Building construction methods and materials;
- Principles of structural building inspection.
- Plumbing, electrical, heating and air conditioning systems;
- Inspection and safety evaluation techniques;
- Safety practices and procedures;
- Standard office equipment including computers and related software;
- Department-and City policies and operating procedures.

##### **Skill and Ability to:**

- Develop and maintain effective working relationships with supervisor, co-workers and citizens;
- Communicate effectively with others both verbally and in writing;
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Understand the implications of new information for both current and future problem-solving and decision-making
- Interpret and apply laws, codes, regulations and policies;
- Prepare accurate and concise reports.

#### **Education and Experience:**

- **Education:** High school diploma; Associate or Bachelors' degree in Construction, Engineering, or Industrial Technology or related field, is highly desirable; Must possess and maintain State of Ohio Certification as a Building Inspector and Residential Building Inspector; State of Ohio certifications as Electrical Safety Inspector, and/or Plumbing Inspector, or ability to obtain within first year of employment is highly desirable .
- **Experience:** If certifications above have been achieved, the required work experience has been met. Work experience of at least 5 years with another governmental inspection agency is recommended.
- **Professional Certifications and Licenses:** Ohio Board of Building Standards certifications as Building Inspector; Residential Building Inspector; Electrical Safety Inspector and/or Plumbing Inspector. A current, valid State of Ohio driver's license and a driving record that is acceptable to the City's risk managers and insurers.

#### **Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. Vision demands include close, relatively detailed vision, with the ability to adjust focus when performing inspections. Employee may sit for periods of time when performing administrative work. The employee is frequently required to stand and walk for extended periods of time, use hands to hold and control equipment; reach with hands and arms, climb and balance, stoop, kneel, crouch, crawl and somewhat frequently work in awkward or confined positions. Lift or push moderate weight (15-20 pounds). Occasional lifting or pushing of heavy weight (50+ pounds).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.