

**CITY OF MEDINA**  
**BUILDING DEPARTMENT**  
**VACANCY NOTICE**

February 6, 2012  
Date Posted

**Position Title:** Building/ Zoning Inspector  
**Pay Grade:** Teamsters' Contract 12A (\$22.37/hr.)

**CLASSIFICATION FEATURES:** The employee in this classification is responsible for code compliance for all Use Groups or Occupancies in accordance with the Ohio Building Code, Residential Building Code of Ohio, and Chapter 13 of the City of Medina Codified Ordinances. This individual performs skilled inspections in compliance with rules adopted by the City of Medina Codified Ordinances, Ohio Department of Commerce, Division of Industrial Compliance, and the Ohio Board of Building Standards. In addition, this individual will enforce specific regulations under Medina's Planning and Zoning Code. Work is performed under the administrative supervision of the Building Official/Community Development Director.

**ESSENTIAL JOB FUNCTIONS:**

- Performs inspections of structural, mechanical, electrical, and A.D.A.A.G. for code compliance with Ohio Building Code and the City of Medina Codified Ordinances, Chapter 13.
- Maintains accurate records and makes reports of daily inspections.
- Issues violation notices for non-compliance with approved plans and adopted codes.
- Makes necessary re-inspections to ensure compliance.
- Recommends approval of structures for occupancy after all regulations and applicable codes have been complied with.
- Advises permit holders of various codes for compliance and alternative compliant methods of construction.
- Reports daily operations to the Building Official.
- Maintains regular and consistent attendance.
- Attends interoffice staff meetings.
- Enforces the City of Medina's Zoning Code with regard to home based businesses, off street parking regulations.
- Works with the general public on a daily basis in a tactful, professional manner.
- Assist in covering the duties of the Associate Planner and the Property Maintenance Inspector positions as needed due to staff absence and/or departmental priorities.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Building, mechanical and electrical practices;
- Various state and local codes, ordinances, standards and regulations which fall within the purview of the incumbents job duties;
- Building and construction plans, specifications and blueprints; and
- Structural, electrical, mechanical and code violations and to make recommendations for their correction.
- City of Medina's Codified Ordinances, specifically the Planning and Zoning Code.

**Skilled in:**

- Keeping and maintaining accurate records;
- Personal computer use including Microsoft Word;
- Read and interpret plans, specifications and blueprints accurately;
- Conducting building inspections; and
- Exercising good judgment.

**Ability to:**

- Communicate effectively, orally and in writing, with co-workers, superiors and general public;
- Maintain effective working relationships with building owners and contractors;
- Prepare records and reports;
- Operate a vehicle;
- Exercise technical judgment and discretion based on familiarity with the various codes, ordinances, standards and regulations.

**PHYSICAL DEMANDS:** Strength and agility sufficient to climb into and operate a motor vehicle, to climb into or onto various locations at building sites and to climb and descend stairs. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching. Time may be spent standing and walking.

**ENVIRONMENTAL ELEMENTS:** This position requires the employee to spend a part of each day at a desk. At times, the work performed may involve working outside under extreme weather conditions. This position also includes a high incidence of interaction with other City employees and the public, often under stressful conditions.

**WORKING CONDITIONS:** May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:** Standard office equipment including telephone, copier, fax machine, computer terminal, etc.

**EDUCATION, TRAINING, AND EXPERIENCE:**

High school diploma or GED.

**Certifications:**

State of Ohio Building Inspector Certification  
State of Ohio Electrical Inspector Certification  
State of Ohio Mechanical Certification  
Other Certifications as required by the Ohio Board of Building Standards.

**License:** Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.