**CLASS CONCEPT:** Advanced technical supervisory level in the building inspection occupation under administrative direction of the Building Regulations Manager requiring extensive knowledge of construction materials and all regulatory requirements of a certified building department in order to direct the department’s building regulation inspection of building construction to determine compliance with approved plans, supervise and provide technical direction to electrical and building inspectors. Normal size staff (5-17). Performs the material and substantial duties of the classification more than 50% of the time.

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<th>JOB DUTIES</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
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<td>1</td>
<td>Supervises and provides technical direction to permit clerks, electrical and building inspectors; as supervisor directs inspection procedures, prepares inspection schedules, coordinates and assists in the development of training programs for inspection staff, reviews prints and wiring diagrams to determine if adequate information has been provided, performs complex inspections as certified, renders interpretations of the Ohio Basic Building Code (OBBC) &amp; other fire and special codes, approves waivers of requirements where appropriate and certifies completed jobs, maintains records and prepares reports as required, advises inspectors of code changes, resolves disputes over code changes, operates motor vehicle to direct field operations. (Performs Related Duties As Required)</td>
<td>Knowledge of (ESI certification), (Building Inspector certification), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices--building &amp; electrical safety guidelines),* 11a (public relations), 13 (office practices and procedures),* 15 (counseling), 16 (interviewing), 23 (law--codes and regulations pertaining to construction); Skill in 28 (skilled trade--building construction and installation inspection), 29 (equipment operation--motor vehicle); Ability to 30g (understand system of mechanical or other procedures (e.g., wiring), interpret &amp; review inspection reports building plans and electrical specification, 30i (deal with variety of variables in somewhat unfamiliar context), 30l (define problems, collect data, establish facts &amp; draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals &amp; manuals), 30r (deal with many variables &amp; determine specific action (e.g., research, production), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32o (prepare meaningful, concise &amp; accurate reports), 32p (proofread technical materials, recognize errors &amp; make corrections), 32r (prepare &amp; deliver speeches before specialized audiences &amp; general public), 34e (establish friendly atmosphere as supervisor of (*Developed After Employment)</td>
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**UNUSUAL WORKING CONDITIONS:** Exposed to unfavorable weather conditions and construction site hazards.

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)
Must have current valid Ohio driver’s license with acceptable driving record.
Completion of undergraduate major program course work in a construction or business related area and three years experience, which includes supervision, working with the Ohio Building Code or the Residential Building Code as adopted by Montgomery County, Ohio, must possess Interim Building Inspector Certification by the State of Ohio Board of Building Standards at time of hire;

-OR-

**TRAINING & DEVELOPMENT:** Must possess at least one inspector certification within eighteen (18) months of appointment and must maintain licenses and certification.
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<td>Perform tasks of the functional area(s) supervised, confers with local government units and fire departments to provide technical assistance regarding inspection and code matters, provides assistance to other county agencies as required, advises builders and the general public on building codes, construction practices, and technical developments, resolves controversial issues involving inspectors, architects, contractors, and property owners, first step in citizen complaint resolution, performs building inspections and/or electrical inspections as assigned, recommends Budget for section to Division Manager, responsible for purchasing of equipment and supplies and recommends invoices for payment. (Performs Related Duties As Required)</td>
<td>work unit), 34f (handle sensitive inquiries from &amp; contacts with officials, contractors &amp; general public &amp; code violators), 34i (resolve complaints from angry citizens &amp; government officials), 35b (demonstrate agility (to move whole body quickly &amp; easily), determine code violation and mediate code inter-protection. Knowledge of 6, 7, 8, 9b, 10,* 11a, 13,* 15, 16, 23; Skill in 28, 29; Ability to 30g, 30i, 30l, 30m, 30r, 32i, 32j, 32m, 32o, 32p, 32r, 34e, 34f, 34i, 35b. (*Developed After Employment)</td>
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**UNUSUAL WORKING CONDITIONS:**
- MINIMUM CLASS REQUIREMENTS: (Including License, If Any)
  - two (2) acceptable certifications, one of which must be in an inspection area and three (3) years experience which includes supervision,- or - one (1) inspector certification and six (6) years experience in directly related work which includes supervision. Acceptable certifications are:
    - Ohio Board of Building Standards Building Inspector certification (BI)
    - Ohio Board of Building Standards Electrical Safety Inspector (ESI)
    - Chief Building Official with the State of Ohio (CBO)
    - State of Ohio Registered Professional Engineer
    - State of Ohio Registered Architect
  - OR alternative, equivalent evidence of the Minimum Class Requirements.