

**WOOD COUNTY, OHIO
CLASSIFICATION SPECIFICATION**

POSITION: Duo Inspector
DEPARTMENT: Building Inspection

PAY GRADE: 8
STATUS: Classified, FLSA Non-Exempt

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional work in the inspection of residential and commercial buildings and properties to enforce Ohio Building Codes and ensure compliance with related codes and regulations within two assigned categories of certification.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Participates in the inspection function of the department to monitor projects for building code compliance with approved architectural and/or engineering plans; assists in the interpretation and enforcement of policies and procedures governing the inspection process; ensures compliance with applicable codes and regulations; performs building and construction inspections; monitors community for code violations.

Interacts with property owners, architects, and engineers to provide information and answers to related inquiries.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.

Receives and reviews various forms and documents including architectural drawings, inspection slips, field records, construction standards, installation manuals, maps, architectural and engineering reports and related information.

Prepares and processes a variety of correspondence and reports including field reports, condition/correction lists, and related documents.

Utilizes specific tools and equipment including a tape measure, metal gauge, pressure gauge, architects scale, digital camera, and other tools to perform inspections and gather information.

ADDITIONAL FUNCTIONS

Performs other related functions as required.

MINIMUM QUALIFICATIONS

Requires current certification as an inspector in two categories of certification under the Ohio Board of Building Standards. Refer to the rules set by the Ohio Board of Building Standards. Must possess a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.