



Name of Position: Building Inspector
Division: Public Works – Building and Electrical Services
Supervisor: Chief Building Official
Date: March, 2021
Employee Classification: Non-Exempt, Full-Time

Purpose of Position: The Building Inspector is a full time position with the Building and Electrical Services Division of Warren County Public Works, which includes inspections of new single family and other structures, plan review for new buildings, inspection documentation, electronic record keeping, and extensive contact with builders, contractors, engineers, and citizens; and other related duties. This position requires a considerable knowledge of or ability to quickly gain knowledge of Federal, State, and local regulations, ordinances and regulations in the areas of zoning, land use, minimum standards for existing structures and public safety, as well as a demonstrated capability in the areas of building construction practices, methods and standards. This position requires knowledge of the enforcement process as it relates to assigned area; possible defects and flaws in building construction; of the stages in construction whereby possible defects and violations may be detected; and of effective corrective measures.

Requirements/Qualifications: Completion of high school education or GED plus eighteen (18) months of vocational training (or 45 semester hours of college) in public or business administration, architecture, engineering, landscape design/architecture, horticulture, building trades, construction, HVAC, electrical technology or three (3) years experience in a related field.

Must have valid drivers license

Position Wage: \$22.00-\$24.00/hour, 35 hour work week. This is a full-time position. Medical insurance, dental insurance, and vision insurance is available to all employees after a 60-day probationary period (employee is responsible for paying a percentage of this cost).

Essential Duties and Responsibilities: (These duties are not exclusive or all-inclusive. Other duties may be required and assigned.)

- Computer and mobile device skills necessary to successfully communicate with office personnel
- Assist in updating/modifying electronic inspection files related to Public Works' inspections and reporting requirements
- Inspect new construction for compliance with all applicable Building Code, detect structural faults and to appraise buildings for quality of construction
- Communicate effectively both orally and in writing; maintain complete and accurate records and compile clear and concise reports
- Establish and maintain effective working relationships with employees, governmental officials, local builders, attorneys, civic groups, property owners, contractors, tenants, engineering firms and the general public
- Plan a work schedule and work independently and efficiently
- Make investigations, gather information related to the work and make sound decisions using independent judgment
- Read and accurately interpret plans, specifications and other pertinent data during plan review, determine compliance with related ordinances, make corrective recommendations, and compare them with construction in progress.



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____

NAME: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS: _____
Street City State Zip

PHONE NUMBER: _____ Are you 18 years or older? YES NO

ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.? YES NO

DESIRED EMPLOYMENT

FULL TIME: Yes No PART TIME: Yes No SEASONAL: Yes No INTERNSHIP: Yes No

POSITION APPLIED FOR: _____

DATE AVAILABLE FOR WORK: _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? YES NO MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

HAVE YOU EVER APPLIED WITH US BEFORE? YES NO WHEN? _____

REFERRED BY: _____

EDUCATION

| | NAME AND LOCATION OF SCHOOL | # YRS ATTENDED | GRADUATE? | DEGREE |
|----------------------------------|-----------------------------|----------------|-----------|--------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE, BUSINESS OR CORRESPONENCE | | | | |

SPECIAL SKILL:

ACTIVITIES: (Exclude organizations, the name of which indicates race, creed, sex, age martial status, color, or nation of orgin, or disability of its members.)

FORMER EMPLOYERS:

U.S. MILITARY OR NAVAL SERVICE, RANK: _____

LIST THE THREE MOST CURRENT EMPLOYERS:

| MONTH & YEAR | NAME & ADDRESS | SALARY | POSITION | REASON FOR LEAVING? |
|--------------|----------------|--------|----------|---------------------|
| | | | | |
| | | | | |
| | | | | |

DO WE HAVE YOUR PERMISSION TO CONTACT PREVIOUS EMPLOYERS? YES NO

REFERENCES:

LIST THREE:

| | NAME | ADDRESS | PHONE |
|---|------|---------|-------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY.

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE TYPE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

SIGNATURE: _____

DATE: _____