

## **ELECTRICAL / BUILDING INSPECTOR AND PLUMBING / BUILDING INSPECTOR**

**JOB TITLE:** BUILDING & ELECTRICAL INSPECTOR or BUILDING and PLUMBING INSPECTOR

**DEPARTMENT:** BUILDING DEPARTMENT

### **SUMMARY**

The City of Richmond Heights is seeking a full time ***Certified Building & Electrical Inspector*** or a ***Certified Building & Plumbing inspector***. The qualified candidate must have at least 5 years of experience performing certified code inspections and are currently holding the required state of Ohio Board of Building Standards certifications as a Building Inspector and Electrical Safety Inspector, or a Building Inspector and Plumbing inspector certifications, issued by the Ohio Board of Building Standards. ***Interim Certifications will be considered*** for each of these positions. Other OBBS certifications are desirable but not required.

### **JOB RESPONSIBILITIES**

The candidate should have a thorough knowledge of building construction processes, along with the ability to read and interpret building plans and specifications. A general knowledge of local zoning and building maintenance codes is also required. The qualified candidate must have the ability to operate computers, navigate the internet, use general office equipment, including software like Microsoft Office Suite, Excel, and Building Department databases. Accuracy and consistency are required, along with good communicative skills. The applicant must have a valid Ohio drivers' license and insurable driving record.

The job duties include but are not limited to the enforcement of the Building Codes of the State of Ohio and the Codified Ordinances of the City of Richmond Heights; taking complaints from the public, explaining codes, laws and regulations to the public; writing clear and concise reports and letters and communicating well with co-workers and the public. While performing the essential functions of this job, the incumbent is regularly required to ascend and descend stairs, climb ladders/scaffolding and ramps; maintain body equilibrium to prevent falling when walking, standing or crouching.

The rate of pay is commensurate with experience; the City provides a comprehensive benefit package.

A cover letter along with your current resume should be submitted to the Human Resource Manager at [hr.manager@richmondheightsohio.org](mailto:hr.manager@richmondheightsohio.org) along with copies of all current Board of Building Standards certifications or Interim certifications. No telephone calls please.

Link to Richmond Heights Web Site: <http://www.richmondheightsohio.org>

The City of Richmond Heights is an Equal Opportunity Employer