

The City of Richmond Heights is seeking a full time Certified Building & Electrical Inspector. The qualified candidate must have at least 5 years of experience performing municipal code inspections and hold current Building Inspector and Electrical Safety Inspector certifications issued by the Ohio Board of Building Standards. Other OBBS certifications are desirable but not required.

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

The job duties include but are not limited to 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 and current resume should be submitted to the Human Resource Manager at hr.manager@richmondheightsohio.org. No telephone calls please.

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

The City of Richmond Heights is an Equal Opportunity Employer