

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PART-TIME BUILDING INSPECTOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, REPEALING ORDINANCE NO. 47-2008, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of part-time Building Inspector be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of part-time Building Inspector shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 47-2008 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of filling positions in the Building Department to ensure the productivity and efficient operation of the Department, thus for the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 9/26/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 9/30/2022

APPROVED: 9/27/2022

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

CITY OF AVON LAKE
POSITION DESCRIPTION
Building Inspector (BI) Part-Time

Job Title: Building Inspector (BI) Part-Time

Department: Building

Immediate Supervisor: Building Official (BO)

Positions supervised: N/A

FLSA Status: N/A

Bargaining Unit: N/A

Civil Service Status: N/A (part-time position)

JOB RESPONSIBILITIES

Working under the general supervision of the Building Official (BO) this part-time inspector shall carry out all duties assigned. This will include oversight of construction plans and projects to ensure compliance with all State of Ohio and City of Avon Lake codes, specifications, and procedures. This part-time inspector may also be assigned routine code violations for investigation and resolution. The inspector's responsibilities will also include accurate and standardized record keeping and shall follow established file maintenance as determined by the BO.

Part of the work of the inspector will include departmental and public meetings/hearings during the course of their duties.

QUALIFICATIONS

The incumbent shall hold, and maintain, a State of Ohio Building Inspector (BI) certification as issued by the official state agency. The City may require a minimum of 5 years-experience working with building trades and governmental projects.

This position will require standard work hours as well as evening or other off shift hours as necessary or requested by the BO.

Ability to communicate effectively and diplomatically both orally and in written form(s); Ability to tailor communication style(s) to meet the audience including federal, state, and local entities; elected officials, community volunteers, potential developers, City staff and general public.

PHYSICAL REQUIREMENTS

Intermediate physical activity including lifting, bending, standing, reaching, etc. working conditions include loud, dusty environments and hazardous chemicals.

All applicants must pass a background screening, drug test, and possess a valid State of Ohio Driver's License.

REQUIRED KNOWLEDGE

- Foundational and working knowledge of Ohio Building Code.
- Foundational and working knowledge of the City of Avon Lake ordinances, permitting process and contractor procedures including licensure, testing, and permitting.
- The community of Avon Lake – with regards to current and future developments and a basic working knowledge of any zoning and/or development conditions.
- Understanding of local government structure including working with elected and appointed leaders, volunteer boards and commissions and other City departments.
- Understanding of working with general public and acknowledges appropriate behavior when representing the City.

SALARY AND BENEFITS

- **Hourly rate: \$48.08 per hour**
- **Part-time sick leave benefits**