



City of Powell Position Description

Position Title: Building Inspector
FLSA Status: Non-Exempt
Reports to: Chief Building Official
Employment Type: Full-time

Pay Grade: 4
Service Type: Unclassified
Revision Date: September 2025

Nature of Work – General Description:

This position works under the direction of the Chief Building Official. This position is responsible for both conducting inspections of commercial and residential construction and reviewing residential plans. Providing information and advice to contractors and owners to ensure compliance with the Ohio Building Code, the Residential Code of Ohio, and all applicable ordinances, standards, regulations, and approved plans and related codes to protect the safety of the general public. A key focus of this role is performing thorough residential plan reviews to identify code issues before construction begins.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Conducts inspections of new and existing commercial and residential construction, mechanical, and related safety conditions to ensure compliance with the Ohio Building Code, and local, State, and Federal laws and regulations.
- Performs comprehensive plan reviews of residential drawings, specifications, and related documents to verify compliance with the OBC, RCO, and City ordinances prior to permit issuance.
- Performs building, heating, ventilation, and air conditioning inspections for commercial and residential projects.
- Performs fire suppression and fire protection inspections in conjunction with the Liberty Township Fire Marshall to ensure compliance with the Ohio Building Code and the Powell Fire Code.
- Inspects buildings at various stages of 1, 2, and 3 Family Dwelling construction, alteration, or repair for compliance with building and related code requirements, and for application of safe construction practices.
- Checks quality of construction and related materials and methods.
- Records/logs all inspection requests and results; posts and records stop work orders.

- Issues warning citations and correction notices to ensure compliance with State and Local laws codes and regulations.
- Reviews residential plans and specifications for conformity with State and local, laws, codes and regulations.
- Confers with and advises contractors, owners, architects, engineers, and the general public regarding application of building code and other applicable laws, ordinances, and regulations.

Nonessential Functions:

- Coordinates plan reviews and inspections with other affected departments and agencies for residential projects.
- Maintains records, files and reports regarding inspections, violations and plan submittals; calculates permit fees for residential projects.
- Assists in writing and recommending revisions in the codes to meet City needs or respond to unique local conditions or policy.
- Performs related work as required or as assigned.

Supervisory Responsibilities:

- None

Minimum Qualifications:

- Possession of a High School Diploma or GED (Associate's Degree in Construction Technology, Construction Management, or other relevant field preferred) and considerable building inspection or construction supervisor experience (preferably including building inspection record keeping), or any equivalent combination of education and experience.
- Thorough knowledge of the Ohio Building Code (OBC) and the Residential Code of Ohio (RCO); thorough knowledge of occupational hazards and safety precautions related to building inspection work; and strong written and verbal communication skills.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Current certificate of competency or Interim certification as issued by the Ohio Board of Building Standards.
- Possession of a valid Ohio driver's license and vehicle insurance.

Knowledge, Skills, and Abilities:

- Considerable knowledge of Ohio building, mechanical, energy, fire, accessibility, and housing codes, ordinances and laws, and related local codes, laws, and regulations.
- Considerable knowledge of the methods, materials, and standards involved in building construction, repair, and alteration.
- Skill in communicating effectively both orally and in writing.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to read and interpret building plans, blueprints, drawings, and specifications.
- Ability to maintain accurate and complete records.
- Ability to operate various inspection equipment.
- Ability to effectively utilize computer applications and technology related to the work.

Working Environment and Conditions:

- Typical office setting with the ability to work outside in extreme temperature conditions; wet, cold, heat, and high humidity.
- Sufficient visual acuity to detect faults (poor construction, improper materials, etc.), at times in poorly lit areas.
- Sufficient dexterity and mobility to perform all required inspection tasks on structures of varying design and height at varying construction stages, including stages when sidewalks, ramps, and stairs have not been installed.
- Ability to operate standard office equipment (i.e. personal computers, telephone, fax machine, copier).
- Ability to occasionally lift and move objects weighing 10 – 15 lbs. Ability to move objects weighing over 20 lbs. with the help of equipment/devices, on an infrequent basis.
- Ability to perform tasks requiring stooping, bending, climbing ladders and stairs, working on roofs.

- Ability to work a flexible schedule when necessary.