



**MASSILLON BUILDING DEPARTMENT**  
**ONE JAMES DUNCAN PLAZA, MASSILLON, OH 44646**  
**PHONE 330.830.1763 | FAX 330.830.1764**  
**www.massillonohio.gov**

## **CLASSIFICATION**

<b>Title:</b>	Building Inspector	<b>Civil Service Status:</b>	Full-time Unclassified
<b>Department:</b>	Building	<b>FLSA:</b>	Non-Exempt
<b>Bargaining Unit:</b>	N/A	<b>Bargaining Unit Approval:</b>	N/A
<b>Immediate Supervisor:</b>	Chief Building Official	<b>Positions Supervised:</b>	N/A

## **DEFINITION**

This is technical inspection work in the enforcement of building codes and zoning ordinances.

An employee in this class examines building plans and blueprints and conducts the field inspection of new construction, remodeling or alteration of structures to enforce the requirements of the municipal and state building codes, zoning ordinances, and related ordinances.

Works under the general supervision of the Chief Building Official with considerable opportunity for the use of independent judgement in carrying out assignments.

## **CHARACTERISTIC WORK**

Examines plans and blueprints for proposed new construction, alteration, and repair to determine conformance with municipal and state building codes and zoning ordinances. Approves or disapproves plans. In assigned area, inspects new construction and remodeling or alteration of existing structures for compliance with building codes and zoning ordinances. Approves construction or issues compliance orders to have violations corrected. Investigates junk car complaints. Answers requests for information from contractors, the general public, etc., on building code requirements, interpretations, zoning ordinance requirements, and other matters related to code enforcement. Investigates complaints of building or zoning code violations and issues orders to correct violations. Inspects signs and billboards for compliance with municipal building code and issues orders to correct violations. Testifies in enforcement cases at various board meetings. Performs related work as required.

## **MINIMUM QUALIFICATIONS**

Must have current State of Ohio Residential and Commercial Building Inspector Certifications or Residential and Commercial Building Inspector Interim Certifications issued by the Ohio Board of Building Standards. Must have a valid State of Ohio driver's license.

Considerable knowledge of all types of building construction materials, practices, and methods. Considerable knowledge of building codes and related laws and ordinances. Considerable knowledge of Massillon building code enforcement policies, record keeping and procedures.



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Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation. Ability to read and interpret plans, specifications, and blueprints of ordinary complexity quickly and accurately and to compare them with construction in progress. Ability to establish and maintain satisfactory working relationships with building owners, contractors, engineers, architects, and the general public.

Salary based on experience. Range: \$25.76-\$30.12 an hour.

Apply online at [www.massillonohio.gov/jobs](http://www.massillonohio.gov/jobs) and send resume to [jthieret@massillonohio.gov](mailto:jthieret@massillonohio.gov)