



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: BUILDING AND ELECTRICAL INSPECTOR I,  
DEPARTMENT: BUILDING AND ZONING  
PAY RANGE: 14 \$24.40 PER HOUR  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING SEPTEMBER 25, 2024.

**VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

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POSITION DESCRIPTION**

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**Position Title:** Building and Electrical  
Inspector I (Trainee)

**Incumbent:**

**Class Title:**

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**Department:** Building and Zoning  
**Reports To:** Inspection Supervisor  
**Pay Range:** #14  
**Probation:** 365 Days  
**Work Hours:** 8:00 A.M. to 4:30 P.M.

**FLSA Status:**  
**Civil Service Status:**  
**Employment Status:**  
**Lunch:**

**Non-exempt**  
**Un-classified**  
**Full-time**  
**Unpaid**

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**JOB RESPONSIBILITIES:**

Under general supervision, inspects residential and commercial new building construction to ensure compliance with state and local building and electrical codes; inspects commercial and residential existing electrical installations to ensure compliance with governing codes and regulations; performs other related duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.  
An example of an acceptable qualification for this position is:

Completion of secondary education or its equivalent with a comprehensive knowledge of electrical wiring installation techniques and procedures; thorough knowledge of Ohio Building Code and County Residential Code, National Electric Code and construction techniques; travels to and gains access to work site. Have Building and Electrical experience approved by the Ohio Board of Building Standards.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

1. Must have residential building and electrical experience approved by the Ohio Board of Building Standards with the 365 day probationary period.
2. Must obtain Building Inspection Certification or Electrical Safety Inspector Certification prior to trainee periods expiring. The Ohio Board of Building Standards determines and sets expiration dates for trainee periods. Certification is required for continued employment.
2. Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Inspects residential and commercial construction to enforce applicable electrical and building codes (and ensure compliance with approved plans).

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2. Travels and gains access to work site (e.g., traverses uneven and unstable terrain; negotiates over objects up to 24" in width; accesses 24" vertical movement; accesses all parts of a building, including attics, crawl spaces, mezzanines, etc. via standard ladders, access panels, hatchways, etc.) conforming to OSHA regulations and code for finished building.
3. Advises contractors and homeowners in violation of codes and provides reason(s) for non-compliance.
4. Makes suggestions for correction of violations.
5. Receives telephone inquiries from contractors and general public.
6. Works with hand tools, circuit testers, etc.
7. Works with fire department personnel to review sprinkler, piping and wiring, etc.
8. Maintains records of all buildings under construction and daily inspections conducted.
9. Files field inspection cards, etc.
10. Demonstrates a regular and predictable attendance.
11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as required by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

**Knowledge of:** Ohio building codes and other related legislation; fire safety codes; construction practices, methods and materials; inspection techniques and procedures; National Electric Code; State and local codes regulating electrical wiring and appliances; electrical installation techniques and procedures.

**Ability to:** develop and maintain working relationships with associates, builders and the general public; perform laborious tasks for extended periods of time under possible adverse conditions; collect, analyze and interpret data; communicate effectively; maintain accurate records; sort items into categories according to established methods.

**Skill in:** reading construction drawings.

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

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(Date)

**Date Adopted:**  
**Date Revised: 01/2018**  
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