



CITY OF CHILLICOTHE

LUKE M. FEENEY, MAYOR

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The City of Chillicothe Civil Service Commission is accepting applications to establish an eligibility list for the following positions:

RESIDENTIAL BUILDING OFFICIAL ENGINEERING DEPARTMENT

Salary Hourly Rate: \$25.09

APPLICATIONS ACCEPTED: Continuous Posting

Applications are available on the City of Chillicothe's website:

<http://www.chillicothe.com/departments/humanresources.php>

Applications along with a resume must be submitted to

HR@chillicotheoh.gov, no later than 4:30 P.M. on closing date.

NATURE OF WORK:

Under basic supervision, performs skilled/specialized inspection work involving the interpretation and enforcement of codes, zoning, and regulations for both building and health and safety issues and performs related work, as required.

ESSENTIAL JOB FUNCTIONS:

Perform daily inspections; to determine project scope and compliance with adopted codes and standards; maintain accurate records of permits and daily inspections.

Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.

Inspect construction projects for compliance with all parts of Code of Regulations, including building and standards (on occasion to include commercial projects) .

Inspect construction projects for compliance with City codes, design guidelines, planning, and zoning requirements (on occasion to include commercial projects).

Support office staff and provide counter service; respond to questions, return phone calls and emails; input correction notices and case-related comments into an automated data base; file and/or scan documents following field inspections.

Respond to inquiries from the public and contractors regarding codes and other issues with projects, both over the phone and at the public counter.

Participate in professional/ public meetings and training, as required.

Support the relationship between the City of Chillicothe and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff; maintain confidentiality of work-related issues and City information; perform other duties, as required or assigned by the mayor or his designee.

REQUIRED EXPERIENCE/TRAINING:

High school diploma OR GED equivalent; AND two year's experience in a construction related field. An Associate's degree may substitute for the required experience.

Possession of a valid Ohio Driver's License.

Residential Building Official (RBO) Certification.

A full job description is available in the Human Resources Office.

The City of Chillicothe is an Equal Opportunity Employer