

PUBLIC NOTICE

**CITY OF BARBERTON, OHIO
AN EQUAL OPPORTUNITY EMPLOYER**

PLEASE READ THIS NOTICE CAREFULLY PRIOR TO FORWARDING RESUME

POSITION:

Job Title: Construction Inspector, Building Department

Classification: Classified, Non-Bargaining, Non-Exempt
Part-time
Starting salary is \$18.73 per hour

Summary: Evaluate, inspect, and provide oversight with construction plans and project specifications and ensure feasibility of plans with construction process and ensure all activities remain in compliance with quality assurance procedures, state and local zoning and construction laws, and prepare and monitor an effective schedule for all project progress.

QUALIFICATIONS:

Five years of prior managerial experience working with construction projects. Associate or Bachelor's degree in Planning, Construction Management, or other related discipline is preferred. Will accept equivalent experience, training and certifications in construction management, construction inspections and, acting in the capacity of a street or utilities manager within the State of Ohio or local government therein.

EDUCATION: High School Diploma, G.E.D. or equivalent required.

LICENSE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the city's vehicle insurance policy.

PHYSICAL REQUIREMENTS:

Must be physically able to inspect residential and commercial properties including walking properties, kneeling, accessing crawl spaces and must be able to lift up to 25 pounds at a time. Use of tobacco or tobacco products is prohibited on City property or in City vehicles.

RESIDENCY: Must be employable within the United States.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Construction and Project Management, urban planning, city planning, zoning and construction use principles and practices.

Skill in: Managing several projects simultaneously, critical and analytical thinking processes; GIS Mapping; exceptional skill using Microsoft Office software programs; Word, Excel, Outlook and Calendar.

Ability to: Collect, analyze, and interpret data and regulations; prepare cost estimates, inspect all construction projects and associated activities and ensure compliance to all specifications; analyze and interpret blue prints as per contracts and monitor deviations; prepare mathematical formulas and analytics relative to construction projects.

EXAMINATION INTERVIEW:

Only those applicants who meet the Minimum Qualifications as outlined in this Notice will be interviewed for the position of Construction Inspector. Interview questions will be scored based on a 1-5 scale; one (1) being the lowest and five (5) being the highest rating. Once all interviews are conducted and scored, a list will be assembled in rank order of all candidates from highest to lowest overall score. This list will be presented to the Civil Service Commission for approval and certification.

Candidates will receive notification of Rank Order electronically and regular US Mail.

EXTRA CREDIT:

An applicant must receive a passing score of seventy percent (70%) prior to any extra credit added to the applicant's score. Maximum percentage of Extra Credit allowed is twenty-five percent (25%). Extra Credit is only applicable to entrance examinations.

A. Military Service

An Applicant who has completed service in the Uniform Services, who has been honorably discharged from the Uniform Services or transferred to the Reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred eighty (180) days of active duty service pursuant to an Executive Order of the President of the United States or an act of Congress may file a Certificate of Service or honorable discharge shall receive a credit of twenty percent (20%) of the person's total grade. A person who receives an additional credit under this section shall not receive an additional credit pursuant to Civil Service Rules.

B. Reserve Component of the Armed Forces of the United States

An applicant in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the initial entry-level training, shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

C. Residency

When proper proof of acceptable and satisfactory residency in the City of Barberton is presented to the Commission, such applicant being otherwise eligible, shall be granted five percent (5%) of such grade.

Proper proof of acceptable and satisfactory residency is established only by notarized affidavit (sworn statement) declaring residency during the twelve (12) month period prior to the date of Notice of Examination. Residency Forms/Affidavits shall be provided in the application packet. Credit for residency will only be given to applicants returning a completed and notarized Residency Form/Affidavit.

A licensed Notary Public shall be available to notarize Residency Forms/Affidavits in the office of the Commission at no charge to the applicant. Under any circumstance, applicants shall not sign the Residency Form/Affidavit unless the applicant is in the physical presence of a licensed, State of Ohio Notary Public or properly licensed Notary Public or attorney for the U.S. Armed Military Service for those applicants currently on active-duty.

Applicants may be required to provide additional proof of residency upon the request of the Commission.

D. Credit for Prior Service in the City of Barberton

When proper proof of acceptable and satisfactory prior service with the City Barberton is presented to the Commission, such applicant being otherwise eligible, shall be granted an additional tenth of one percent for every completed month the applicant has worked for the City for a maximum of 5% total extra credit.

Applicants are responsible for notifying the Commission or the Secretary of prior City service at the time the application is submitted.

HOW TO APPLY:

A completed City of Barberton employment application and resume must be submitted to mwolfe@cityofbarberton.com by 4:00pm, Monday, July 11, 2022. Go to <https://cityofbarberton.com/150/Current-Notices-Job-Openings> to download a City application and to view the job description. Only City of Barberton applications with an accompanying resume will be considered for employment.

SUBMIT RESUME AND EMPLOYMENT APPLICATION

Civil Service Commission Office
Attn: Michelle Wolfe
576 West Park Ave. Room 102
Barberton, Ohio 44203
or
Email: mwolfe@cityofbarberton.com

QUESTIONS:

Telephone: (330) 848-6710
mwolfe@cityofbarberton.com

The City of Barberton is an equal opportunity employer.

False, misleading, or incomplete information provided during the application and background investigation process may result in disqualification from employment and subject the person to possible criminal penalties.