

**J O B   O P P O R T U N I T Y  
C I T Y   O F   M A N S F I E L D ,   O H I O**

**ORDINANCE 18-001**

**POSTING DATE: 07/02/18  
DEADLINE DATE: 07/09/18**

**SUPERVISOR I/E.S.I**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **CERTIFIED BUILDING DIVISION:**

**POSITION**

Supervisor I/Electrical Safety Inspector

**ANNUAL SALARY**

\$30,250 - \$56,500

**GENERAL STATEMENT OF DUTIES:**

Under general supervision, supervises codes and permits, housing and property maintenance enforcement personnel and oversees and performs codes and permits, housing inspection, electrical inspections and planning and zoning meeting functions. Performs related duties as required .

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Supervises codes and permits, housing inspection and building inspection personnel in performance of tasks; assigns tasks, provide direction and ensures work complies with division standards; plans and prepares schedules; assists Manager in planning work projects, setting priorities and allocating material and personnel; provides on-the-job training and instruction of personnel; enforces personnel policies; issues oral and written warnings; hears and resolves grievances; prepares correspondence, forms and other documents.

Inspects all commercial and residential electrical construction and alterations to assure compliance with the National Electrical Code. Releases electrical service work to power company for connection. Answer questions and/or discuss electrical code issues. Oversees and/or performs codes and permits inspections and housing inspection functions; oversees and performs inspections of housing to determine compliance with applicable codes; orders correction of code violations/hazards; oversees enforcement of city and state laws regarding junk accumulation, garage, litter, weeds, abandoned vehicles, signs, demolitions, water and sewer taps, street openings and licensing, performs research, collects data and appears at hearings and in court; prepares and maintains records and reports regarding inspection and code enforcement matters; acts as liaison with other City divisions, other governmental agencies and general public; assumes supervisory responsibility for division in absence of Manager.

Performs board and commission meeting functions; assists Manager in preparing for Board of Zoning Appeals, City Planning Commission, City Council and other related meetings; takes and prepares meeting agendas, minutes, etc.; maintains records.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of (1) city and division policies and procedures, (2) safety practices and procedures (3) Ohio Basic Building Code, (4) City of Mansfield zoning and building codes, (5) National Electrical Code, (6) electrical diagrams, (7) methods and materials in electrical construction, (8) employee training and development, (9) supervisory principles and practices; Ability to: (10) define problems, collect data, establish facts and draw valid conclusions, (11) exercise independent judgement, (12) understand, interpret and apply laws, rules or regulations to specific situations, (13) prepare and maintain accurate documentation, (14) communicate effectively, (15) develop and maintain effective working relationships (16) use proper research method to gather data, (17) resolve complaints,(18) code enforcement procedures.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Completion of secondary education or equivalent, supplemented by experience or training in building inspection, housing inspection, electrical inspections or planning/zoning administration, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

**YOU MUST POSSESS A VALID OHIO DRIVER=S LICENSE**

**YOU MUST POSSESS A CERTIFICATE OF COMPETENCY AS AN ELECTRICAL SAFETY INSPECTOR FROM THE STATE OF OHIO (WITHIN 45 DAYS OF HIRING)**

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The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. @WE ARE AN EQUAL OPPORTUNITY EMPLOYER.@ WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.** (85)