



DARKE COUNTY GENERAL HEALTH DISTRICT

300 Garst Avenue, Greenville, Ohio 45331

Phone: 937-548-4196; Fax: 937-548-9654

www.darkecountyhealth.org

An Equal Opportunity Employer

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POSITION DESCRIPTION

Class Title:	Plumbing Inspector	Employee Name:	
Dept./Div.:	Environmental	Position Title:	Certified Plumbing Inspector
Reports To:	Environmental Director	Civil Service Status:	Classified
Pay:	Hourly	FLSA Status:	Nonexempt
Hours:	40/week	Employment Satus:	Full-Time

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or equivalent; seven (7) years practical plumbing experience, or any combination of equivalent education, training, and/or experience; eligible for certification by the State of Ohio as an Plumbing Inspector

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must maintain certification by the State of Ohio as Plumbing Inspector; must possess a valid Ohio driver's license, maintain a driving record that meets the insurability requirements of the district's insurance provider, and have proof of insurance on personal vehicle.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); motor vehicle operation; inspection and testing equipment (e.g., transit/laser level, GPS, etc.); thermometers; radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in areas in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dust, mists, gases, and/or poorly ventilated areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., construction equipment); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury due to unclean or unsanitary conditions; may be exposed to raw sewage, human waste, and other unsanitary materials, may be exposed to possible injury due to insects, may be exposed to potentially dangerous/ fatal infectious disease, may be exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working and moving mechanical parts of equipment or machines (e.g., plumbing, construction equipment); is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy conditions; has exposure to hazardous driving conditions; has exposure to tobacco smoke; and may be required to occasionally to carry, move, or push objects weighing forty pounds (40 lbs.) or more as well as packages, boxes or files. In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.



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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 60% (1) Conducts routine field plumbing inspections of residential and commercial buildings (e.g., air test, water test, backflow, etc.); evaluates inspection findings according to uniform departmental procedures; submits findings and recommendations to plumbing contractor and coordinator or supervisor; interviews persons to obtain specific information about plumbing problems; handles complaints, inquiries, and emergencies as required by state and departmental protocol.
- 15% (2) Accurately reviews and approves plans, drawings, and specifications of plumbing installation; authorizes issuance of permits and contractor registrations; and compiles and submits reports, opinions and recommendations complying with state law.
- 20% (3) Provides plumbing consultation (e.g., communicates plumbing code information to others either through formal training or informal communication); serves as liaison between the agency and architects, engineers, plumbing contractors, and other members of the public concerning plumbing installations; provides technical assistance to Sanitarians working in related areas.
- 5% (4) Represents department in good light to the public by demonstrating sensitivity to clients and their needs; establishes and develops professional relationships with plumbers, contractors, clients, homeowners, and/or other governmental agencies/officials;

OTHER DUTIES AND RESPONSIBILITIES:

- (5) Projects a positive and professional image to clients and the public; maintains confidentiality requirements in accordance with personnel policy.
- (6) Follows all Darke County Health District safety policies and procedures; maintains all required licenses and/or certificates.

Date Approved: 7/8/2014



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(7) Performs other duties as assigned or required by the Environmental Director or Health Commissioner.

(8) Attends staff meetings and participates in department development.

(8) Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Ohio Plumbing Code; Plumbing/plumbing inspection techniques; plumbing plans/ isometrics, public health; *inspection techniques; safety practices and procedures; *agency goals and objectives; *agency policies and procedures; government structure and process; environmental health; office practices and procedures; English grammar and spelling; records management; public relations; workplace safety; case management; biology; chemistry; microbiology; employee training and development.

Skill in: use of modern office equipment; use or operation of environmental health/plumbing testing equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare accurate documentation; prepare routine correspondence; use proper research methods to gather data; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public.



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POSITIONS DIRECTLY SUPERVISED:

None.

T.L. Holman, DVM., RS, Health Commissioner

(Date)

(Signature of Employee)

(Date)

Date Approved: 7/8/2014