

Portage County Combined General Health District

JOB POSTING



Certified Plumbing Inspector (Part-Time or Full-Time)

Division: Environmental Health Division

Location: Ravenna, Ohio

Status: Classified, Non-Exempt (1-year probationary period)

Schedule: Monday – Friday, 8:00 AM – 4:30 PM (hours may vary); part-time schedule TBD. Some weekend or evening work may be required.

Salary Range: \$23.00–\$31.00 per hour

Reports to: Director of Environmental Health

Position Summary:

Are you passionate about public health and making a difference in your community? The Portage County Combined General Health District (PCHD) is currently accepting applications for a **Certified Plumbing Inspector** to join our Environmental Health team in either a full-time or part-time capacity.

This is a great opportunity for someone seeking meaningful work, professional growth, and the chance to positively impact community health and safety.

About Us:

At PCHD, our mission is to promote public health, prevent disease, and protect the environment. As a Plumbing Inspector, you will play a key role in ensuring compliance with state plumbing regulations while providing vital support to property owners, contractors, and local stakeholders.

Essential Duties and Responsibilities:

- Conduct plumbing and drainage system inspections for compliance with state statutes, regulations, and codes, including residential, non-residential, and commercial buildings.
- Review and approve plans related to plumbing installations. Issue violations and orders for alterations when systems fail to comply with codes. Perform Clearwater inspections prior to hook-up to sanitary sewer systems.
- Maintain detailed and accurate records of inspections and prepare comprehensive reports.
- Provide consultation to contractors, engineers, architects, property owners, and other stakeholders regarding plumbing regulations and standards. Deliver educational programs for the plumbing industry in Portage County.
- Assist with public health-related duties, such as rabies exposure follow-up, collection of surveillance animals, and handling returned mail or notifications.
- May be required to operate a vehicle for job-related tasks.

Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Organizational Duties:

- Participate in quality improvement team projects and training initiatives, incorporating quality improvement principles into daily work activities.
- Participate in public health emergency response activities as needed, including roles within the Incident Command System/National Incident Management System.
- All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Portage County Combined General Health District Emergency Response Plan.
- Attend and participate in agency-sponsored training, events, and activities.
- Gather and organize documents to fulfill public records requests and other reporting obligations.
- Participate in organizational activities that support and enhance agency accreditation.
- Maintain reasonable and reliable attendance to meet organizational needs and objectives.

Minimum Qualifications:

- Must hold a valid Certified Plumbing Inspector license issued by the Ohio Department of Commerce.
- A minimum of five years prior plumbing experience.
- High school diploma or GED required.
- Maintain continuing education requirements to sustain licensure and/or registration.
- Proficiency in Microsoft Office.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills, with the ability to manage multiple projects and meet deadlines.
- High level of customer service skills, with the ability to interact professionally with internal and external stakeholders.
- Valid driver's license and auto insurance.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

PCHD Benefits Overview:

PCHD is proud to offer a supportive and flexible benefits package designed to promote the well-being and professional growth of our team. Benefits vary by employment status and include:

For Full-Time Employees:

- Robust medical, dental, and vision insurance
- Life insurance and short- and long-term disability coverage
- Paid vacation, personal time, compensatory time, and sick leave
- 8 hours of paid holiday time per recognized holiday

For Part-Time Employees:

- Sick leave accrued based on hours worked
- 4 hours of paid holiday time per recognized holiday

For All Employees (Full-Time and Part-Time):

- Longevity pay beginning at six months of service and annually thereafter
- Participation in the Ohio Public Employees Retirement System (OPERS)
- Professional development opportunities
- Access to employee wellness programs

Pre-Employment Testing Requirements: Criminal Background Check, Pre-employment Drug Testing

Work Environment:

Substantial field work that includes daily visits to businesses, homes, construction sites, vacant properties, and various other settings. Requires the ability to navigate uneven terrain and congested worksites. The various work sites could include potential exposure to inclement weather, extreme temperatures, insects, wildlife, unpleasant smells or odors, excessive levels of dust and dirt or exposure to fumes, airborne particles, pesticides, toxins, raw sewage and other elements of outdoor work. Work performed in the community may subject some positions to adverse weather conditions and challenging interactions with off-site locations and community members. Some travel may be required; reliable transportation, a valid driver's license, and current auto insurance are required, along with the ability to maintain insurability under the health districts' vehicle insurance policy. Also, general office settings in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Apply:

Join our dedicated and mission-driven team at the Portage County Combined General Health District.

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

Deadline for Applying: Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at Smeduri@portagehealth.net or 330-296-9919 ext. 109 to request and arrange accommodations.