



# Hancock Public Health

Your Recognized Leader in Population Health

Lindsay Summit, MPH, Interim Health Commissioner



**Date Posted Internally/Externally:** July 28, 2025

**Position:** Plumbing Inspector. Part-time, 25 hours a week. Providing technical work involving the examination of plans and inspection of plumbing installations in compliance with federal, state, and local laws and regulations.

**General statement of duties:**

We are seeking a knowledgeable Plumbing Inspector to join our team. As a Plumbing Inspector, you will play a vital role in examining plans and inspecting plumbing installations in commercial and residential properties for compliance with federal, state, and local laws and regulations. This is a Part-Time Plumbing Inspector position providing daily services for Hancock County and potentially surrounding areas as needed.

**Required education, experience, and training:**

Minimum of 5 years practical experience as a journeyman or have the ability to sit for the test within the first year of employment; or master plumber who has the knowledge and ability to lay out a complete plumbing system including waste, vent and potable water. Knowledge of the Ohio Plumbing Code, Plumbing Standards (as defined by local, state, and federal laws and regulations).

**Additional requirements:**

Experience working with the public;  
Ability to work independently and as part of a multidisciplinary team;  
Ability to follow verbal and written instruction;  
Demonstrate ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy.

**Benefits**

- Sick Leave Accrual
- Ohio Public Employee Retirement System
- Optional Deferred Compensation Program

**Interested parties submit resume to:**

Joshua A. Niese, MPH, REHS, Director of Environmental Health at [jniese@hancockph.com](mailto:jniese@hancockph.com)

or

Hancock Public Health  
Attn: Joshua A. Niese MPH, REHS  
2225 Keith Parkway  
Findlay, Ohio 45840

Resumes will be accepted until position filled.

A complete job description can be found at [www.HancockPH.com](http://www.HancockPH.com) under Employment Opportunities.

***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.***



# Hancock Public Health



**Public Health**  
Prevent. Promote. Protect.

<b>Job Title</b>	Plumbing Inspector	<b>County</b>	Hancock
<b>Division</b>	Environmental Health	<b>Yearly Salary</b>	Starting at \$25.52
<b>Supervisor</b>	Director of Environmental Health	<b>Position Type</b>	Part Time

## Position Summary:

Working under the direction of the Director of Environmental Health, the incumbent will perform technical work involving the examination of plans and inspection of plumbing installations in commercial and residential properties for compliance with federal, state, and local laws and regulations and complete backflow inspections. This position requires effective communication and written skills to communicate with the public, permit holders, contractors, architects, and engineers regarding the status of construction plans and code compliance and permits.

## Essential Duties:

1	Prepare, maintain and submit all inspection records, issue violation letters and citations.
2	Respond to violation complaints.
3	Meet with the public, permit holders, contractors, architects, and engineers regarding federal, state and local regulations for new and existing residential and commercial buildings.
4	Exercises discretion and independent judgement when enforcing federal, state and local regulations for new and existing residential and commercial buildings.
5	Issue non-compliance notices and performs follow-up inspections.
6	Schedule daily inspection routes and conducts inspections to insure compliance with local, state and federal regulations.
7	Exercises discretion and independent judgement when inspecting and examining construction standards of residential and commercial properties plumbing.
8	Conduct trainings for contractors that cover code updates and any other topics that may be significant for plumbing contractors.
9	Communicate effectively to a broad spectrum of individuals, interact with the public within the community to provide information and to problem solve and communicate orally with staff and the public.
10	Conduct inspections of new and existing structures, including ensuring code and ordinance compliance, and identifying code violations.
11	Communicate construction techniques and procedures to property owners and contractors.
12	Engage in training activities to develop the knowledge and skills necessary to perform public health enforcement activities.
13	Participate as needed or requested in the event of any public health emergency.
14	Demonstrate competence in decision making and problem solving regarding public health issues.
15	Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
16	Utilizes appropriate communication skills and comply with agency policies and procedures.
17	Perform other duties as required.

## Other Duties & Responsibilities:

Prepare clear and concise reports and correspondence utilizing information technology with Microsoft Office and mobile applications. Must be able to work independently in organizing work, setting priorities, meeting critical deadlines and follow up on assignments.

## Basic Qualifications

- High school diploma or GED;
- Five (5) years practical experience as a journeyman or have the ability to sit for the test within the first year of employment; or a master plumber who has the knowledge and ability to lay out a complete plumbing system including waste, vent and potable water lines for all occupancies governed by the Ohio Building Code including one, two and three family residential applications;
- Holder of the following certifications from the Ohio Department of Commerce: Plumbing Plans Examiner, Residential Plumbing Inspector, Plumbing Inspector, and Certified Backflow Tester or become a Certified Backflow Tester within 6 months of hire;
- Knowledge of the Ohio Plumbing Code, Plumbing Standards (as defined by local, state, and federal laws and regulations), and relevant construction practices;
- Experience working with the public;
- Ability to follow verbal and written instruction;
- Demonstrate ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;
- Moderate to high level math skills;
- Ability to use and adapt to various computer software;
- An Ohio Motor Vehicle Operator's license.

## Preferred Qualifications

- Experience in building code inspection.

## Organizational Key Competencies:

All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Equity & Fairness:** Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support CQI.
- **Occupational Health & Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

## Position Specific Key Competencies for Public Health Professionals:

### Analytical/Assessment Skills

1A2	Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) that can be used for assessing the health of
1A3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
1A4	Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
1A7	Identifies gaps in data.
1A8	Collects valid and reliable quantitative and qualitative data.
1A12	Contributes to assessments of community health status and factors influencing health in a community (e.g., quality,

### Policy Development/ Program Planning Skills

2A1	Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field).
2A2	Contributes to development of program goals and objectives.
2A5	Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community.
2A6	Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)
2A10	Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on
2A11	Applies strategies for continuous quality improvement.

### Communication Skills

3A2	Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials,
3A4	Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters,
3A5	Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
3A6	Communicates information to influence behavior and improve health (e.g., uses social marketing methods, considers behavioral theories such as the Health Belief Model or Stages of Change Model).
3A7	Facilitates communication among individuals, groups, and organizations

### Cultural Competency Skills

4A4	Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community.
4A5	Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a

### Community Dimensions of Practice Skills

5A4	Supports relationships that improve health in a community.
5A5	Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources).
5A7	Provides input for developing, implementing, evaluating, and improving policies, programs, and services.

### Public Health Sciences Skills

6A1	Describes the scientific foundation of the field of public health.
6A2	Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities)
6A6	Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services.

### Financial Planning and Management Skills

7A7	Provides information for development of contracts and other agreements for programs and services.
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7A10	Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline)
7A11	Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
7A12	Uses evaluation results to improve program and organizational performance.
7A13	Describes program performance standards and measures.
7A14	Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting <i>Healthy People</i> objectives, sustaining accreditation)
<b>Leadership and Systems Thinking Skills</b>	
8A1	Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities.
8A5	Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools, problem solving)
8A6	Describes needs for professional development (e.g., training, mentoring, peer advising, coaching)
8A7	Participates in professional development opportunities
8A9	Describes ways to improve individual and program performance

Full List of Council on Linkages Competencies can be found at: [http://www.phf.org/resourcestools/Pages/Core\\_Public\\_Health\\_Competencies.aspx](http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx)

Knowledge & Software Competencies:					
Knowledge of the following are integral to the daily responsibilities of this position:					
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> SD InSite	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Groupwise/MS Outlook	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Website/Social Media	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> SPSS, SAS, or other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> VMSG-Perform. Mngmt.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	statistical software	
<i>1= Beginner 2=Intermediate 3=Advanced/Expert</i>					

<b>Reviewed By</b>		<b>Date</b>	
<b>Approved By</b>		<b>Date</b>	
<b>Last Updated By</b>		<b>Date</b>	