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## CLINE FIRE – JOB DESCRIPTION

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161 N Trimble Road, Mansfield OH 44906  
419-571-4119

Cline Fire, LLC is looking for a qualified candidate to fill the position of Inspection Coordinator.

**Inspection Coordinator** – full time – pay \$13/hr

As the Inspection Coordinator, you will play an integral role in the customer service and organizational strength of Cline Fire. The Inspection Coordinator will schedule and coordinate the inspection technicians, as the liaison between Cline Fire and the inspection customer, and update and submit all inspection reports.

### Specific Responsibilities:

- Maintain customer service tracking system and contact customers to schedule upcoming inspections
- Create and process inspection paperwork, such as work orders, checklists, customer contracts
- Coordinate inspection technicians' schedules –assigning technician workloads and updating the company scheduling calendar
- Ensure necessary agreements are signed before inspections are conducted
- Update and process all in-house inspection records and send copies to the client
- File reports with the appropriate AHJs (authorities having jurisdiction)
- Serve as the main point of contact for inspection clients we contract with as third-party vendors (e.g., Cintas)
- Serve as backup for Customer Service Coordinator
- Conduct clerical duties as needed, including, but not limited to, filing, answering phone calls, responding to emails, and preparing and/or retrieving documents
- Complete required employment paperwork in a timely and professional manner (e.g., time card)
- Participate in periodic Cline Fire business meetings and contribute to the growth and sustainability of Cline Fire
- Other duties and responsibilities as assigned
- (At this time, all backflow inspection services will be coordinated and reports filed by the Customer Service Coordinator, but this responsibility may move to the Inspection Coordinator in the future.)

### Position Requirements:

- Effective written and verbal communication skills
- Strong Microsoft Word, Excel, and Outlook capabilities
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- Strong reasoning and decision-making skills
- High school diploma or equivalent
- Ability to pass a drug test and background check

### Compensation:

Compensation will be based on an hourly wage for actual time worked with an hour unpaid lunch. Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.