



<b>Job Title:</b>	Building Commissioner
<b>Classification:</b>	Exempt- non classified
<b>Schedule:</b>	Full Time
<b>Salary/Hourly:</b>	Salary
<b>Dept:</b>	Administration
<b>Reports to:</b>	Safety Service Director

## Summary:

The Building Commissioner serves to protect the health, safety and welfare of the public and to enhance the general quality of life through interpretation and enforcement of the Norwood building codes as well as other applicable regulations governing construction and land uses.

**Essential Duties and Responsibilities** include the following:

- Responsible for all administrative functions necessary in directing the operations of the Building Department;
- Oversee building applications, issuance of all building and mechanical permits and the registration of contractors;
- Oversees all commercial and residential construction inspections;
- Determines violations of the city zoning code and building code;
- Coordinate enforcement efforts;
- Attends City Planning, Zoning, and Council meetings as required;
- Streamline and make the Building Department efficient and transparent;
- Utilize and stay up to date on technology to accelerate all processes: applying for permits, managing licenses, plan review, and scheduling inspections;
- Recognizes the integral role the Building Department plays in the economic vitality of the City;

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

- Must possess excellent communication and presentation skills;
- Management experience and demonstrated ability to effectively deal with day to day administrative issues;
- Proficient in Microsoft Office, financial management and Building Department Software;
- Possess the ability to work with and earn the respect and trust of elected officials, regional leaders, peers, and subordinates;
- Pay attention to detail and hold subordinates accountable while balancing a leadership style of firmness and fairness in his/her approach to city management



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**Qualification:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/ Experience:** Must have current certification from the State of Ohio Board of Building Standards as a Chief Building Official (CBO) and two or more of the following; a Commercial Building Inspector (CBI), Electrical Safety Inspector (ESI) Commercial Plumbing Inspector (CPI) and/or Registered Mechanical Inspector (RMI). Additional certifications as a Residential Building Inspector (RBI) and Residential Plumbing Inspector (RPI), or both, is preferable. be proficient in Microsoft Office, financial management and Building Department Software. The position requires a valid State of Ohio drivers' license.

**Computer Skills:** Strong understanding of emerging technology being used as well as Microsoft Word, Excel, Powerpoint etc.

**Supervisory Responsibilities:** Does have supervisory responsibilities

**Physical Demands:** The physical demands described here, including regular and predictable on-site job attendance, are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The associate must regularly lift up to 10 pounds. While performing the duties of this job, the associate is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk, see and hear.

**NOTE:** The duties and responsibilities listed above are representative of the duties of the position and do not include all the task that the incumbent may be required to perform. The incumbent must be able to perform all the essential duties of this job with or without reasonable accommodation.