

CITY OF BEDFORD

Equal Opportunity Employers

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POSITION DESCRIPTION

Position Title:	Building Commissioner	Employee Name:	
Class Title:	Building Commissioner	Class Number:	
Dept./Div.:	Building Department	Civil Service Status:	Unclassified
Reports to:	Bedford City Manager and Mayor of Brooklyn		

JOB RESPONSIBILITIES:

The Building Commissioner is an employee of the City of Bedford and will serve the Cities of Bedford and Brooklyn under a shared services agreement between those cities.

Under the administrative direction of the Bedford City Manager and Mayor of Brooklyn, the Building Commissioner will oversee the day-to-day operations of the Cities' Building Departments, assigning time as needed; supervise and direct the operations and personnel of the Building Departments; respond to inquiries or complaints from residents and businesses; conduct inspections of commercial and residential construction projects; enforce zoning and all relevant codes; etc.

QUALIFICATIONS:

Completion of secondary education or equivalent; two (2) to four (4) years of related experience as a Building Inspector; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. Oversees the operation of building department; supervises the operations and personnel of the Building Department (e.g. schedules and assigns work; interviews and recommends applicants for hire; recommends discipline; evaluates employee performance; ensures employees follow safe working practices and procedures; receives and attempts to resolve grievances or complaints; assists with the development of division policies and procedures; etc.).
2. Reviews plans, blueprints, specifications, and other residential, commercial, and industrial construction project documentation in order to ensure compliance with state and local building codes, zoning ordinances, and other applicable requirements; consults with planners, architects, engineers, and others regarding project compliance; issues construction permits for approved plans.
3. Responsible for enforcement of Building and Property Maintenance Codes of the City, City Ordinances, Residential Building Codes, and Ohio Building Code; performs field inspections on construction of structures in the City to ensure compliance with approved construction plans and documents; inspects plumbing, HVAC, and electrical installations to ensure compliance with state and local building codes; etc.
4. Serves as Zoning Inspector (e.g., investigates zoning and building code complaints; issues citations; takes action necessary to abate public nuisances; prepares and maintains records, reports, and other documentation; communicates with the public regarding zoning requirements and building code regulations; etc.).
5. Serves as Lead Spokesperson for the department; coordinates with City Engineer and Fire Department in regards to construction plan review; interacts with various other city boards and commissions; receives, reviews, and compiles applications and supporting documentation for the boards' and commissions' consideration; drafts and publishes legal notices for Board of Appeals cases; testifies in municipal court related to legal actions.

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6. Serves as Floodplain Administrator and Fair Housing Administrator; responsible for amusement device licensing, rental dwelling registration and contractor registration.
7. Maintains licenses and certifications as required.
8. Demonstrates regular and predictable attendance, assigning time between Brooklyn and Bedford as needed
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Building Official Certification per the Ohio Board of Building Standards; Building Inspector Certification; Residential Building Official; Residential Plans Examiner; Residential Building Inspector; must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the City's vehicle insurance policy.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: city, department, and division goals and objectives;* city, department, and division policies and procedures;* personnel rules and regulations; budgeting; Ohio Building Code; City building code and ordinances;* City zoning laws and regulations;* inspection techniques; code enforcement procedures; safety practices and procedures; supervisory principles and practices; local geographic area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; interpret extensive variety of technical material in books, journals, and manuals; compile and prepare reports; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; train or instruct others; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site.

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

Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of:

1. works in the vicinity of floor or wall openings, elevated platforms, and/or runways;
2. ascends and/or descends ladders, stairs, or scaffolds;
3. works in confined spaces;
4. works in an area in which the means of egress can be obstructed;
5. works on and around powered platforms and/or vehicle mounted platforms;
6. environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas;
7. possible injury due to unclean or unsanitary conditions;
8. possible injury due to electrical shock;
9. possible injury due to falling from high places;
10. contact with angry citizens or contractors;
11. exposure to hot, cold, wet, humid, or windy conditions;
12. exposure to shaking objects or surfaces;
13. has exposure to second-hand smoke;
14. walks on uneven terrain;
15. lifts up to fifty (50) pounds of weight.

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

This position description in no manner states or implies that these are the only duties and responsibilities to be required. My signature below signifies that I have reviewed and understand the contents of my position description, including my designation as an unclassified employee.

(Employee Signature)

(Date)