



Job Description:
**CHIEF BUILDING OFFICIAL/
PLANS EXAMINER/ARCHITECT**
Department: Planning & Development

Employment Status: Full-Time
Reports To: Planning & Development Director

FLSA Status: Exempt
Approved: 12/17/21

GENERAL STATEMENT OF DUTIES:

This professional position is responsible for the management of building construction and permitting including coordinating the construction plan review process, performing commercial plan review, reviewing construction code issues, and supervising inspectors performing building, electrical, plumbing and mechanical inspections. Must be able to work effectively and cooperate with other staff members in this multi-discipline department that emphasizes teamwork. Does related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

This highly responsible professional position with responsibility for performing the duties of a Chief Building Official and Master Plans Examiner as required by the Board of Building Standards. This position is responsible for supervising subordinate inspectors and plans examiners, determining if such review and inspections are being performed in compliance with the building, zoning and related ordinances. The Chief Building Official gives technical advice and assistance to subordinate plans examiners and inspectors in the interpretation of construction plans and in the solution of difficult enforcement problems. This position requires excellent people, communication and creative problem solving skills. Duties are performed under the general direction of the Planning and Development Director with considerable technical independence, according to the requirements of the applicable codes and ordinances.

EXAMPLES OF WORK: (Illustrative Only)

- Provides technical assistance to business owners, homeowners, contractors, other staff members and City departments;
- Plans and assigns the work of subordinate staff;
- Oversees the review of plans and specifications of residential and commercial buildings and related structures and systems to determine compliance with applicable City and State codes and ordinances and related standards;
- Makes field inspections to determine structural soundness or proper installation;
- Assists the Planning and Development Director in technical and administrative matters as assigned;
- Represents the department regarding building code and related construction issues;

- Explains the application of the various codes to architects, contractors and the general public;
- Advises subordinate staff in the solution of their more difficult and technical inspectional problems;
- Oversees training subordinates in the performance of plan review and inspection work, in new problems and developments in the construction field and in code interpretations;
- Assist subordinate staff in the preparation of information for legal action when such action is indicated;
- Keeps records and prepares reports, memorandums, letters and other forms of correspondence;
- Prepares for, attends and reports on City Council meetings as may be required;
- Oversees permit issuance process to ensure that permits are closed efficiently;
- Sets goals and develops strategies to monitor the inspection process;
- Regular and predictable on-site attendance required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building construction, materials and methods, and of all stages of construction. Ability to identify and effectively correct possible violations. Thorough knowledge of City building and zoning codes and related laws and ordinances. Thorough knowledge of construction materials including new materials and prefabricated construction components. Ability to read and accurately interpret plans, specifications or other pertinent data of any complexity, and to compare them with construction in progress. Ability to communicate with building owners, architects, contractors, component fabricators and the public, and to effect satisfactory working relationships. Ability to plan and supervise the work of others; good professional judgment; strong leadership, organizational, communication and interpersonal skills.

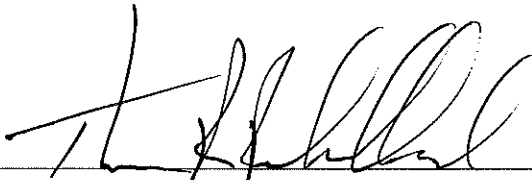
ACCEPTABLE EXPERIENCE AND TRAINING:

State of Ohio registration as either an architect or engineer as defined by applicable State Revised Code; considerable responsible experience in building construction work, including supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Successful completion of applicable National Examination for Certified Building Officials and Plans Examiner within 4 months of appointment; obtain and maintain State certification through required training. Must possess and maintain a valid State of Ohio driver's license.

Job Description Approved by:

A handwritten signature in black ink, appearing to be 'T. Hill', written over a horizontal line.

Date:

12/17/21