

**CITY OF NORTH OLMSTED  
BUILDING COORDINATOR**

The City of North Olmsted Division of Building is seeking a Full-Time & Part-Time Building Coordinator. The starting salary and job description are listed below. Qualified candidates may mail, email or fax their resume, salary history, references and a completed City application located on the City's website under Human Resources Department. These positions will be open until filled.

***\*\*Please specify if you are applying for Full-Time or Part-Time\*\****

**City of North Olmsted  
Department of Human Resources  
5200 Dover Center Road  
North Olmsted, Ohio 44070  
Fax: 440-777-4332  
e-mail: [vanschoork@north-olmsted.com](mailto:vanschoork@north-olmsted.com)  
EOE**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Appointed by the Director of Human Resources and under the general supervision of the Building Commissioner, this is an advanced technical and supervisory position. The Building Department Coordinator assists in the administration and enforcement of the state building code, city building and property maintenance ordinances, zoning and other related regulations through supervisory, inspection, review, and enforcement duties.

**QUALIFICATIONS: An example of acceptable qualifications:**

High school or GED plus a college degree in architecture, engineering, or construction management, or a degree related to construction technology, zoning, or city planning is preferred. Certification as State of Ohio Building Official, Residential Building Official, or Building Inspector are encouraged.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must have a valid Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.

**EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:**

Personal computer, printer, copy machine, fax machine, and other standard business office equipment (includes software).

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 25 lbs. or

less, but which may require lifting up to 50 lbs. or more. Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:  
JOB DUTIES**

**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:**

1. Reviews plans, blueprints, specifications, and other project documentation in order to evaluate applications for building permits and to ensure compliance with local building codes, zoning code, and other applicable requirements; consults with planners, architects, engineers, citizens and others regarding project compliance; issues construction permits for approved plans; prepares and maintains records, reports, and other documentation related to the operation of the department; etc.
2. Assists Building Commissioner with direction and oversight of Property Maintenance Inspectors and Zoning Inspectors (e.g. assigns and evaluates work; conducts meetings; provide training; answers questions; etc.), the issuance of their inspection reports and inspection close-outs. Receives, reviews, advises and assigns property maintenance and zoning complaints for corrective action.
3. Performs residential zoning review and approvals, approves residential zoning applications; Reviews and writes up residential Board of Zoning and Building Appeals actions and appears at BZBA hearings when required; enforces all applicable building, zoning and property maintenance codes; identifies code violations; recommends corrective measures for compliance with code; issues stop work orders; assists Law Department with processing of violations; attends court proceedings when required; etc.
4. Oversees department staffing, work hours, completion of assignments, and implements department policies.
5. Consults with architects, engineers, builders, contractors and property owners regarding the provisions of the building codes, ordinances, law and design criteria and requirements; makes recommendations and assists to solve construction problems; reviews construction plans, works with plumbing and zoning inspector on final inspection problems and permits; makes recommendations for procedural and code changes; etc.
6. Maintains records related to inspections conducted and permits issued in accordance with department rules; prepares reports for various City of North Olmsted boards and commissions; etc.
7. Attends various board and commission meetings as assigned.
8. Maintains required licensures and certifications.

9. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**

**Knowledge of:** City policies and procedures;\* department goals and objectives;\* department policies and procedures;\* City building code and ordinances\*; building practices and techniques; inspection techniques; code enforcement procedures; safety practices and procedures; local geographic area; Munis Building Modules.\*

**Skill in: Communication,** typing; data entry; computer operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; read and interpret manuals, reference materials, plans, blueprints and other reports/records; maintain records according to established procedures; prepare accurate documentation, memos, letters, reports, correspondence; meet deadlines; communicate effectively; answer routine telephone inquiries; resolve complaints; develop and maintain effective working relationships; maintain confidential information; work under stressful conditions.

**POSITIONS DIRECTLY SUPERVISED:**

Full Time and Part-Time Inspectors  
Secretary  
Permit Clerks

**Salary Range**

\$20.00 per hour - \$40.00 per hour