

**CITY OF NORTH OLMSTED
BUILDING COMMISSIONER**

The City of North Olmsted Building Department is seeking a Full Time Building Commissioner. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Appointed by the Director of Public Safety, this is an advanced technical and supervisory position. The Commissioner is a Certified Building Official who is responsible for the administrative supervision of the Building Division and its personnel, equipment, and other assets. This position ensures the enforcement of the residential and commercial building and zoning codes and for setting accountability and quality assurance standards for the city personnel assigned to the Division. This position works collaboratively with the Building Coordinator to oversee the day-to-day operations.

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or equivalent; training and education in architecture, engineering, construction management, preferred. Five years of experience in building design and construction and/or 5+ years of experience as a general contractor or superintendent of building construction dealing with all phases and trades of construction. Inspection and plan review experience for commercial and residential structures a plus. Must have great communication skills and work well with the general public.

LICENSURE OR CERTIFICATIONS REQUIREMENTS:

- Valid Ohio Driver's License and must remain insurable under the City's vehicle insurance policy.
- State of Ohio Board of Building Standards Certification for Building Official and Residential Building Official.
- Certification in at least one of the building and construction trades, such as electrical or plumbing, a plus.
- Master Plans Examiner preferred.

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

Personal computer, printer, scanner, 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. Oversees the operation of the Building Division with the assistance of the Building Coordinator; supervises the operations and personnel of the Division (e.g., interviews and recommends applicants for hire; recommends discipline; evaluates employee performance; ensures employees follow safe working practices and procedures; ensures quality customer service; receives and attempts to resolve grievances or complaints; assists with the development of division policies and procedures; etc.)
2. Prepares and submits annual budget; attends budget meetings and City Council Hearings; defends budget to City Council.
3. Oversees inspections of residential and commercial properties to assure compliance with municipal, state, and national building codes. Reviews plans, blueprints, specifications, and other project documentation to conduct evaluations.
4. Issues final approval of building permits, makes corrections as needed; issues violation notices such as stop work, approval and red tags; conducts follow-up inspections; issues and authorizes final certificate occupancy; issues conditional certification of occupancy; etc.
5. Oversees enforcement of the provision of one, two and three family dwelling codes as it relates to the construction, arrangement and erecting of any new dwelling and additions to existing structures; ensures that all proposals for development of vacant parcels and additions to existing structures comply with zoning code; etc.

6. Consults with architects, engineers, builders, contractors and property owners regarding the provisions of the building codes, ordinances, law and design criteria and requirements; responds to complaints and educate residents, property owners, and contractors on city codes when needed; ; makes recommendations and assist to solve construction problems; etc.
7. Reviews and recommends updates to the city's Codified Ordinances; maintains records related to inspections conducted and permits issued in accordance with division rules; prepares reports for various boards and commissions; prepares statistical reports; prepares inspection, building and division yearly reports; etc. 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 of North Olmsted policies and procedures;* department goals and objectives;* department policies and procedures;* Ohio Building Code; North Olmsted building code and ordinances; building practices and techniques; electrical systems; HVAC systems; plumbing systems; inspection techniques; National Electrical Code; code enforcement procedures; safety practices and procedures; local geographic area; Munis Building Modules.*

Skill in: typing; data entry; computer operation; use of modern office equipment; MS office applications; written and verbal communication.

Ability to: carry out instructions in written, oral, or image form; deal with problems involving several variables; 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; provide constructive feedback and ideas for better performance and efficiencies.

POSITIONS DIRECTLY SUPERVISED:

Building Coordinator
Secretary 1

Starting Salary Range

\$84,999.98 annual - \$110,000.02 annual