

# MEDINA COUNTY COMMISSIONERS

## Job Description Chief Building Official Building Department



### SUMMARY

The Chief Building Official works under the direct supervision of the County Administrator. Plans, organizes, and directs the activities of the Building Department, which includes public counter services, plan check, building inspection, code enforcement, and records management. Presents proposals and recommendations to a number of advisory boards, including the Medina County Board of Commissioners, and the general public. Promptly responds to contractor and/or citizen complaints and requests. Represents County in the community and at professional meetings. Makes formal presentations and respond to questions from the public, committees, and boards. Develops and implements policies and procedures; reviews recommendations and actions of staff; solves departmental problems. Confers with and assists the public in understanding and interpreting building codes.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Assists in the coordination of all construction within the County by providing overall direction and serving as liaison to contractors, industry, and the public. Provides administrative and tech code guidance to technical staff engaged in construction inspection and plan review. Interprets commercial, and residential building plans and specifications for compliance with applicable state and local laws, ordinances, codes and policies. Supervises Chief Inspectors and field staff. Investigates related issues and initiates appropriate action. Performs building construction regulation responsibilities and is charged with the responsibility for direct regulatory administration for plan review, enforcement or inspection of building construction or alteration projects that require permitting. **Time spent: 40%**
- II. Discusses technical requirements of plans and inspection with engineers, contractors, builders or owners and approves or accepts modifications as necessary. Examines complex construction drawings and specifications for proposed buildings in conjunction with inspection and plan review staff. **Time spent: 40%**
- III. Selects, supervises, and evaluates professional, technical, and clerical staff; organizes work of the department; prepares work schedules and assignments. Develops a highly professional team-oriented staff grounded in excellence and customer service. Oversees the maintenance of records of all applications and inspections and prepares reports as needed; develops annual budget projections for the department; evaluates staff performances and ensures staff receives appropriate state certifications. **Time spent: 15%**
- IV. Performs related duties as assigned. **Time spent: 5%**

### Class Title / Position Number of Position(s) Supervised:

**Plans Examiner: 85211C**  
**Software Specialist: 64124C**  
**Electrical Inspector Supervisor: 24135C**  
**Electrical Inspector: 24131C**  
**Building Inspector Supervisor: 24135C**  
**Building Inspector: 24121C**  
**Clerical Supervisor: 12115C**  
**Clerk 1: 12111C**

Class #: 24113C Class Title: Building Inspection Supervisor Position Control #: 10030.0 Normal working Hrs: 8 a.m. to 4:30 p.m.

County of Employment: Medina Working Title: Chief Building Official Pos # & Title of Supervisor: Business Administrator 1 #: 63313C

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Organization &amp; functions of Building Department.</li> <li>(2) Techniques dealing with internal &amp; external constituents.</li> <li>(3) Principles of building code enforcement, building plan check, &amp; inspection requirements</li> <li>(4) Building codes, polices, regulations &amp; procedures.</li> <li>(5) Budgeting theories &amp; principles.</li> <li>(6) Records management principles &amp; practices.</li> <li>(7) Principals/practices of building &amp; code enforcement activities.</li> <li>(8) Standard computer &amp; software operations.*</li> <li>(9) Building construction techniques methods &amp; materials.</li> <li>(10) Principles of policy development, budgeting, &amp; fiscal management.</li> <li>(11) Principles of management &amp; supervision related to the selection, evaluation &amp; overall management of staff.</li> <li>(12) Techniques to motivate staff, maintain employee morale, and promote teamwork.</li> <li>(13) Federal, State, and local codes, ordinances and regulations regarding building plan check and inspection requirements.</li> <li>(14) Functions of various commissions, boards, and committees.*</li> </ul>	<p>Perform building construction regulation responsibilities.</p> <p>Direct regulatory administration for plan review, enforcement or inspection of building construction or alteration projects that require permitting.</p> <p>Discuss technical requirements of plans &amp; inspection with engineers, contractors, builders or owners and approves or accepts modifications as necessary.</p> <p>Examine complex construction drawings &amp; specifications for proposed buildings in conjunction with inspection &amp; plan review staff.</p> <p>Interpret commercial &amp; residential building plans &amp; specifications for compliance with applicable State &amp; local laws, ordinances, codes and policies.</p>
Skills:	<ul style="list-style-type: none"> <li>(15) Plan, organize, direct, train, &amp; evaluate staff.</li> <li>(16) Interpret, explain, &amp; present controversial &amp; building related matters to Commissioners, groups, committees, concerned citizens &amp; advisory groups.</li> <li>(17) Initiate, develop, review, &amp; implement building &amp; record procedures to speed processing &amp; provide efficient service to the public.</li> <li>(18) Analyze/resolve office administrative &amp; procedural problems.</li> <li>(19) Prepare resolutions and code revisions.</li> <li>(20) Use initiative &amp; independent judgment within established policy &amp; procedural guidelines.</li> <li>(21) Prepare &amp; review analytical reports to communicate effectively, both orally and in writing.</li> <li>(22) Research, analyze, &amp; evaluate new building process methods &amp; procedures.</li> <li>(23) Interpret federal, State, &amp; local guidelines; read &amp; understand site plans, blueprints, &amp; project proposals.</li> <li>(24) Effectively select, supervise, evaluate, &amp; motivate professional, technical, and clerical staff.</li> <li>(25) Serve in leadership role establishing, communicating, &amp; achieving departmental goals.</li> <li>(26) Problem solve and facilitate discussions.</li> </ul>	<p>Present proposals and recommendations to numerous constituents.</p> <p>Respond to contractor and/or citizen complaints and requests.</p> <p>Select supervise, and evaluate staff.</p> <p>Develop staff grounded in excellence &amp; customer service.</p> <p>Develop annual budget projections.</p> <p>Monitor employee interactions with each other &amp; customers.</p> <p>Represents County in the community &amp; professional meetings.</p> <p>Develop &amp; implement policies &amp; procedures.</p>
Ability:	<ul style="list-style-type: none"> <li>(27) Develop, implement, &amp; evaluate programs.</li> <li>(28) Collect, analyze &amp; classify information.</li> <li>(29) Prepare oral &amp; written reports.</li> <li>(30) Operate PC system and utilize computer applications.</li> <li>(31) Supervise, monitor &amp; evaluate work of staff.</li> <li>(32) Set priorities, meet deadlines &amp; follow up on assignments.</li> <li>(33) Prepare/administer budgets, monitor revenues &amp; expenses.</li> <li>(34) Provide organizational leadership.</li> <li>(35) Effectively communicate both orally &amp; in writing, building policies, procedures, &amp; issues with clarity and diplomacy.</li> <li>(36) Establish and maintain effective relationships with officials of public and private agencies, community groups, and general public, as well as with co-workers, boards, &amp; Commissioners.</li> <li>(37) Respond to questions &amp; complaints.</li> </ul>	<p>Operate computer.</p> <p>Plan, organize, &amp; direct activities Department</p> <p>Present proposals &amp; recommendations to numerous constituents.</p> <p>Represent County in community &amp; professional meetings.</p> <p>Make formal presentations &amp; respond to questions from the public, committees, &amp; Board.</p> <p>Promptly respond to contractor and/or citizen complaints &amp; requests.</p> <p>Confer with &amp; assist public in understanding &amp; interpreting building codes.</p>

**\* Developed after employment**

## Medina County Position description addendum

Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.

- 1) A Bachelor's degree from an accredited college or university with major course work in architecture, structural, civil engineering, or related field.
- 2) Possession of appropriate certifications such as the Ohio Board of Building Standards Building Official Certification; **OR**;
- 3) High school graduate or equivalent and nine (9) years of experience to include five years of responsible managerial/supervisory experience holding an Ohio Board of Building Standards Building Official Certification.
- 4) Valid Ohio Driver's License and clean driving record.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an 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

- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment and vehicles, distinguishing different sounds during a fire, and discriminate among different colors, distances and spatial relationships
- Multi task.
- Function independently or with provided assistance.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities for close vision and ability to adjust focus.
- Strength to lift and carry materials weighing up to 20 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Maintaining physical condition necessary for climbing, or sitting for prolonged periods of time and operating motorized vehicles

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_