

# MEDINA COUNTY COMMISSIONERS

## Job Description

### Commercial Plans Manager

#### Building Department



#### SUMMARY

The Commercial Plans Manager works under the direct supervision of the Chief Building Official, Building Department. Provides administrative oversight of building and mechanical codes, plan review, certificates of occupancy and other related procedures. Serves as liaison with professional designers, builders, owners, and related professional groups. Works independently and within a team environment to provide a professional service to the residents of Medina County in order to assure that construction is economically reasonable, meets minimum state codes, and provide safe and sanitary dwellings and their accessory structures. Provides code instruction and interpretations to diverse group of customers doing business within the County.

#### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Provides administrative assistance and technical code guidance to Building Department staff. Interprets building plans and specifications for compliance with applicable state statutes and rules and local regulations. Performs plan check and acts as direct regulatory administrator for plans examination. Monitors and assigns the flow of plans examination. **Time spent: 40%**
- II. Works independently and within a team environment to provide a professional service to the residential of Medina County. Discusses technical requirements of plans and inspections with engineers, architects, contractors, builders, and owners. Reviews complex construction documents, drawings, specifications, plan approval applications, fees, and project descriptions for proposed buildings in conjunction with Master Plans Examiners, Electrical Plans Examiners, and the Chief Building Official. **Time spent: 30%**
- III. Prepares adjudication orders, certificates of occupancy, correspondence, memos, and emails to respond to regularly occurring requests for information relevant to building code development and enforcement. Prepares helpful technical handouts for commercial building within the County. Develops and maintains records for commercial plans and department vehicles. Organizes vehicle purchasing, schedules vehicle maintenance and repairs. **Time spent: 25%**
- IV. Attends State mandated continuing education for certifications earning the required credit hours. Attends building code and mechanical code related conferences, staff meetings, and other related functions. **Time spent: 5%**

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

None

Class #: XXXXXXXX    Class Title: Commercial Plans Manager    Position Control #: XXXXX.0    Normal working Hrs: 8 a.m. to 4:30 p.m.  
County of Employment: Medina    Working Title: Commercial Plans Manager    Pos # & Title of Supervisor: Chief Building Official #: 24113C

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge	<ul style="list-style-type: none"> <li>(1) Building codes &amp; regulations</li> <li>(2) Codes related to disabled &amp; public access</li> <li>(3) Principles &amp; techniques of building inspection &amp; plans examining work</li> <li>(4) Principles of structural design &amp; engineering mathematics</li> <li>(5) Major types of building construction, materials &amp; methods</li> <li>(6) Accepted safety standards &amp; methods of building construction for commercial buildings</li> <li>(7) County organization, procedures, practices, &amp; standards</li> <li>(8) Department, procedures, practices, &amp; standards</li> </ul>	<p>Determine federal, state, &amp; local laws, regulations, &amp; code compliance</p> <p>Review and edit plan reviews, reports, adjudication orders, and certificates of occupancy</p> <p>Researches and interprets codes and referenced standards</p> <p>Performs special inspections upon request to provide technical knowledge and expert opinion</p> <p>Answers non-routine questions from registered design professionals and building industry.</p> <p>Attends building code conferences, meetings and continuing education for recertification</p> <p>Maintains files &amp; reports regarding inspection and plan activities &amp; findings</p>
Skills:	<ul style="list-style-type: none"> <li>(9) Read, understand, interpret &amp; apply statutes &amp; rules</li> <li>(10) Read &amp; understand drawings, diagrams, &amp; specifications for commercial &amp; industrial construction projects</li> <li>(11) Plan, prioritize, &amp; schedule multiple tasks, projects, &amp; demands</li> <li>(12) Work within deadlines</li> <li>(13) Assess, analyze, &amp; recommend solutions</li> <li>(14) Multi-task</li> <li>(15) Operate computers &amp; systems</li> <li>(16) Maintain accurate records</li> </ul>	<p>Reviews complete plan review, prepares plan approvals and disapprovals.</p> <p>Composes correspondence and correction letters to architects, engineers, and designers.</p> <p>Liaison with many industry related departments and professional code bodies.</p> <p>Explain &amp; interpret building requirements and restrictions</p> <p>Express professional opinions, based on knowledge and experience</p> <p>Provide excellent customer service skills</p> <p>Establish &amp; maintain effective working relations with co-workers, other County employees, general contractors &amp; public</p>
Ability:	<ul style="list-style-type: none"> <li>(17) Read &amp; interpret complex building plans, specifications &amp; building codes</li> <li>(18) Determine whether construction systems conform to code</li> <li>(19) Apply technical knowledge &amp; proper inspection techniques</li> <li>(20) Make mathematical computations rapidly &amp; accurately</li> <li>(21) Enforce necessary regulations with firmness &amp; tact</li> <li>(22) Understand &amp; follow oral &amp; written instructions</li> <li>(23) Communicate clearly &amp; concisely, both orally &amp; in writing</li> <li>(24) Establish &amp; maintain effective working relationships</li> <li>(25) Prepare meaningful oral &amp; written reports</li> <li>(26) Operate automobile</li> </ul>	<p>Prepares plan approval for permitting.</p> <p>Works independently and within a team environment to provide professional services to industry professionals and the general public.</p> <p>Provides technical instruction and assistance to building inspectors and office personnel.</p> <p>Confers with architects, contractors, builders &amp; the general public.</p> <p>Maintain cooperative working relationship with property owners, contractors, design professionals, fellow employees &amp; public.</p> <p>Possess &amp; use analytical skills when researching code questions</p> <p>Stay abreast of new trends &amp; innovations in the field of building inspection &amp; plans examination</p>

**MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

**MINIMUM CLASS REQUIRMENTS**

- 1) High school diploma or GED.
- 2) Four (4) years construction of building inspection experience.
- 3) Possession of, or ability to obtain, certification as a Residential Building Official and Ohio Building Code Building Inspector.
- 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

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- 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 required for close vision and ability to adjust focus.
- Possess mobility to work in a standard office setting and use standard office equipment and travel throughout county.
- Strength to lift and carry materials weighting up to 60 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.

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

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

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

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

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

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