



Job Description

ASSISTANT CHIEF BUILDING OFFICIAL

Department:	Building Division
Civil Service Status:	Unclassified
Employment Status:	Full time
Reports To:	Chief Building Official
Working Hours:	Normal business hours with some evening meetings as assigned

SUMMARY

Under the general supervision of the Chief Building Official, this is an advanced technical and supervisory position. The Assistant Chief Building Official 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.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. College degree, training and/or education in architecture, engineering or construction management preferred. Five years of experience in building construction or 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 and certification requirements include:

- Valid Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.
- State of Ohio Board of Building Standards Certification for Building Official or an interim certificate with the ability to obtain a permanent certificate within 6 months of hire.
- State of Ohio Board of Building Standards Certification for Residential Building Official.
- Building Inspector Certification and additional certification in one of the building and construction trades, such as electrical or plumbing, preferred.

ESSENTIAL FUNCTIONS

- Assists Chief Building Official with supervision of personnel, ensures completion of staff assignments and implements division policies. Makes recommendations for procedural and code changes.
- At the direction or absence of the Chief Building Official, 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 certificates of occupancy; issues conditional certificates of occupancy; etc.
- Oversees inspections of residential and commercial properties to assure compliance with applicable building codes. Reviews plans, blueprints, specifications and other project documentation.
- Consults with architects, engineers, builders, contractors and property owners regarding applicable provisions of building codes, ordinances, laws and design requirements.

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- Provides management and oversight of code enforcement efforts; responds to complaints and educates residents, property owners and contractors on city codes when needed; assists with the processing of violations; attends court proceedings when required, etc.
- Maintains public records; prepares reports for various boards and commissions and Council as needed.
- Attends various board and commission meetings as assigned.
- Maintains required licensures and certifications.
- Demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of:** City of North Ridgeville policies and procedures*; BS&A permit software*; Ohio Building Code; Residential Code of Ohio; National Electrical Code; North Ridgeville building and zoning ordinances*; building practices and techniques; electrical systems; HVAC systems; plumbing systems; inspection techniques; code enforcement procedures; safety practices and procedures; local geographic area.
- **Skill in:** data entry; computer operation; use of modern office equipment; Microsoft 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 and correspondence; meet deadlines; communicate effectively; answer routine telephone inquiries; resolve complaints; develop and maintain effective working relationships; maintain confidential information; work under stressful conditions.

**indicates knowledge, skill or ability developed on the job*

EQUIPMENT OPERATED

Automobile; inspection equipment; personal computer, tablet, printer, copy machine and other standard business office equipment.

PHYSICAL DEMANDS AND WORK CONDITIONS

The work will occur in an office and field environment. May require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions. Subject to moving mechanical parts, vibrations, fumes, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and weather conditions.

Job Description Approval:

Authorized Signature

January 5, 2024

Date