

**51690 – ASSISTANT BUILDING COMMISSIONER
CITY OF PARMA
015 – BUILDING DEPARTMENT**

JOB SUMMARY

The **Assistant Building Commissioner** is responsible for the management of the Building Department's Property Maintenance Program. The incumbent works under the direct supervision of the Building Commissioner. This position is "Unclassified" (not classified) within the Civil Service of the City of Parma.

WORK ACTIVITIES

Administrative Duties

- Sets policy for the Property Maintenance Program including compliance times permitted to correct each violation as listed on violation notices*
- Approves all extension requests of more than 30 days past the original compliance date as listed on the violation notice issued by the property maintenance inspector*
- Oversees training of property maintenance inspectors*
- Assigns property maintenance inspectors in the performance of their duties*
- Supervises the department clerks assigned to the Property Maintenance Program in performance of their assigned duties*
- Reviews citations and summons prepared by the property maintenance inspectors to be issued for violations of the Parma Property Maintenance, Building or Zoning Codified Ordinances*
- Oversees the Rental Registration, Multiple Family and Vacant/Foreclosed Properties Programs*
- Manages the High Grass, Weeds and Yard Clean-Up Program*
- Prepares legislation requesting summary nuisance abatement of properties*
- Coordinates responses to public records requests regarding the Property Maintenance Program*
- Meets regularly with the Mayor and City Department Directors*
- Interacts with the City of Parma Engineering Department, Community Development Department, Law Department, Prosecutor's Office, Safety Department, Police and Fire Departments, Animal Control, Senior Services, Service Department, Mayor's Office, City Council, Parma Municipal Court Probation Department, Cuyahoga County Health Department, Cuyahoga County Department of Senior and Adult Services, Cuyahoga County Department of Children and Family Services and the Cuyahoga County Board of Developmental Disabilities*
- Represents the City at the First Suburbs Consortium Housing Committee and the Hoarding Connection of Cuyahoga County*
- Performs all other related duties as assigned by the Building Commissioner+

*Denotes Essential Job Functions

+Denotes Essential Job Functions; Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Computer
- iPad/Tablet
- Telephone
- Cell Phone
- Dispatch Radio
- Adding Machine
- Copy Machine
- Fax Machine
- Typewriter

JOB CONTEXT

The **Assistant Building Commissioner** works a 35-hour work week from 8:30a.m. until 4:30p.m. which includes one unpaid hour for lunch. The position is full-time with benefits and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The incumbent performs the majority of his/her duties within a temperature-controlled environment with little or no supervision. The position has the potential of having a high level of stress. The **Assistant Building Commissioner's** job responsibilities are of a confidential nature due to the possible prosecution of property owners for violations of the City of Parma Property Maintenance, Building and Zoning Codified Ordinances.

JOB QUALIFICATIONS

Upon hire, an **Assistant Building Commissioner** must have:

- A high school diploma or equivalent
- At least five (5) years of code enforcement experience, property maintenance code enforcement experience or building code enforcement experience (*two (2) years management experience preferred*)
- Excellent written and spoken communication skills and a professional temperament
- Strong computer skills including Microsoft Word, Excel, etc.,

After hire, an **Assistant Building Commissioner** must have:

- A thorough knowledge of departmental procedures and internal workings of the Building Department
- A thorough understanding of the Property Maintenance, Building and Zoning Ordinances

The salary range for the position of **Assistant Building Commissioner** is \$40,000.00 - \$73,207.30 based on experience. The City of Parma is an equal opportunity employer. The new hire probationary period is one year.

To apply for this position, please complete an application online using the link provided below. You will be prompted to create a user profile prior to submitting your application. A resume is required. The application deadline is 4:00pm on Wednesday, March 3, 2021.

<https://parma.cloud9.innoprise.com/citizenaccess/>

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