

CITY OF HILLIARD
invites applications for the position of:



Chief Building Official

SALARY: \$24.80 - \$48.23 Hourly
\$51,584.00 - \$100,318.40 Annually

DEPARTMENT: Public Service

DIVISION: Building

OPENING DATE: 07/28/20

CLOSING DATE: 09/01/20 05:00 PM

DESCRIPTION:

Under general supervision of the Planning & Building Division Administrator is responsible for supervising employees or professional services contracts for reviewing building construction plans, performing inspections and enforcing building, housing, plumbing, heating and electrical laws and ordinances. As Chief Building Official (CBO) performs and provides for the aforementioned services and inspections. Supervises the employees of the Building Division related to inspection services.

EXAMPLES OF DUTIES:

(May not include all duties performed.)

Reviews & approves building construction plans, specifications and site layouts, comparing plans submitted with requirements of City and State construction codes.

Administers professional service contracts that provide related services for the Building Division. Supervises employees of the Building Division related to inspection services.

Maintains permit and inspection records and all related relevant documentation.

Reviews plans with other appropriate city departments or external agencies as necessary.

Coordinates activities necessary for a smooth permitting and construction process.

Performs final walkthrough inspections for final occupancy determination.

Interprets various construction codes, answers questions regarding same.

Makes decisions regarding application of codes to specific sets of design and field conditions.

Reviews applications for associated permits, variances, etc.

Issues permits and collects appropriate fees.

Participates in final inspection of work performed/completed.

Prepares contract bid packages for necessary professional services.

Responds to public inquiries regarding Building Division activities and projects.

Prepares routine and year-end reports.

Assist other employees and inspectors as necessary.

Performs related essential and non-essential work functions as needed.

This job description does not list all the duties to be performed in this classification and may be changed at the discretion of the City at any time.

TYPICAL QUALIFICATIONS:

Minimum Requirements of Work

Possession of construction or architectural related experience with two (2) years of related work experience in the building construction and/or inspection is preferred, or

High school education or equivalent with five (5) years of related work experience in the building construction and/or inspection is preferred.

Required Certification:

State of Ohio Certification as Certified Building Inspector, and
State of Ohio Certification as a Building Official, or
Possession of a State of Ohio Interim Certification as a Building Official
Must obtain certification as a Building Official with in two (2) years of hire date.

Any combination of education, training and experience, which provides the required advanced knowledge, skills and abilities to perform the essential functions of the job.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities

Equipment: Incumbent uses the following equipment; vehicle, phone, two-way radio, calculator, pager, string line, straight edge, optical level, lock level, line level, slump cone, ruler/tape, thermometer, hand tools and other construction material testing equipment necessary to complete the work assignments.

Critical Skills/Expertise: Work involves standardized tasks, processes and operations following established laws, rules, processes and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to develop rapport with representatives of private/public entities and the general public while maintaining the highest professional standards and ethics.

Ability to follow written and oral instructions.

Ability to interpret technical reference manuals, e.g., Ohio Building Code regulations and procedures.

Ability to maintain accurate records and files.

Ability to read, comprehend and utilize blueprints and other technical information as they relate to work assignments.

Basic knowledge of construction trade materials and equipment, construction inspection practices, procedures and techniques and the ability to apply same to work assignments.

Basic knowledge of City, County and State specifications and standards for materials/construction and the ability to make practical application to the work assignments.

Knowledge of City policies, procedures and methods that directly relate to the work assignments and the ability to apply as necessary.

Knowledge of mathematics and the ability to apply it to engineering computations.

Knowledge of safety practices and procedures and the ability to apply these as required.

Other Requirements

Possession of a valid State of Ohio Driver's license with an acceptable driving record.

A background free of felony convictions.

Regular and punctual attendance is regarded as an essential requirement of this classification.

Be compliant with training directives established by supervisory and management personnel.

Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies and procedures.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hilliardohio.gov>

Position #20200016
CHIEF BUILDING OFFICIAL
AL

3800 Municipal Way
Hilliard, OH 43026
614-334-2345

jbaxter@hilliardohio.gov
