

***JOB OPPORTUNITY #1102***  
***Posted from May 15, 2020 until filled***

*Position:* **Assistant Chief Building Official**  
*Department:* Building Department, 470 Center Street, Chardon, OH  
*Pay Grade:* E15 (Unclassified, Executive Wage Plan; Exempt from Overtime)

*Definition:* Under general supervision from the Chief Building Official, supervises the operations of the Building Department; Performs reviews and inspections of building construction to ensure conformance to state and county codes, laws, ordinances and regulations and accepted practices; Interprets codes, ordinances and regulations regarding inspection and construction; Acts in the capacity of Commercial Building Official (CBO) and Residential Building Official (RBO) when incumbent is unavailable; Performs related duties as required.

*Typical Examples of Duties & Percentage of Time:*

- 30-40% Provides daily supervision of employees; Ensures effective performance and consistent application of all policies and procedures; Ensures training and maintains training program; Monitors performance and provides feedback to staff; Communicates with Chief Building Official regarding problems; Participates in interviewing and making recommendations for hire
- 15-25% Ensures compliance with all applicable state and federal regulations; Enforces construction codes in accordance with regulatory and policy and procedure requirements to ensure public safety and health; Enters, retrieves, reviews or modifies data regarding inspections performed.
- 15-25% Performs field inspections of new and existing commercial, industrial, residential buildings for compliance with the building codes as necessary due to workload or in absence of other inspectors; Reviews one, two and three-family dwelling plans; Checks plans for code compliance and makes recommendations for achieving code compliance; Re-inspects violations and conducts final inspections for compliance in construction and fire safety; Determines cost of reconstruction, extent of damage on all fire-damaged structures; Reviews, interprets and updates codes; Appears in court as needed regarding violations.
- 10-15% Assists with the preparation and submission of reports as directed by the Chief Building Official; Assists with the preparation and submittal of the annual budget.

10-15% Responds to phone calls or inquiries from the public relative to applicable building codes, zoning and code interpretation; Attends meetings with various departments and agencies as assigned.

*Knowledge, Skills and Abilities:*

Knowledge of (1) current building construction practices, methods, phases, materials and equipment for residential and commercial construction; (2) personnel practices, personnel administration methods and techniques; (3) safety rules, regulations and practices applied to construction areas and office space; (4) departmental rules and regulations\*; (5) county and state building codes and related laws and legal procedures for code enforcement; (6) governmental financing;

Skill in the (7) use of modern computer software programs and equipment; (8) preparation of cost estimates; (9) preparation of written communications;

Ability to (10) deal with large number of variables and determine/recommend specific course of action; (11) evaluate situations and make objective decisions; (12) perform math calculate fractions, decimals and percentages and to perform basic math functions accurately, (13) maintain and prepare a variety of records and reports; (14) communicate with others both orally and in writing; (15) deal effectively with public officials, employees, co-workers, and the general public; (16) read blueprints and interpret plans to compare with construction in progress

\*Developed after employment.

*Suggested Training and Experience Requirements:*

Position requires State Certification as a Commercial Building Official (CBO), Class III Building Inspector (BI), Electrical Safety Inspector (ESI), Residential Building Inspector (RBI), and a Residential Building Official (RBO). Associates degree or an equivalent technical diploma/certification in building technology or a related field; and a minimum of 5 years of related experience and/or training, including leadership/supervisory experience and demonstrated capability in a supervisory role; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio driver's license or equivalent and maintain acceptable driving record.

Requires vision (which may be corrected) to read small print.

Requires ability to stand, sit, walk, talk or hear; use of hands; reach with hands and arms.

Requires ability to climb, stoop, kneel, crouch or crawl.

Occasionally lift and/or move up to 25 pounds.

Is subject to inside and outside environmental conditions.

May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

All required licenses and certifications must be maintained as a continued condition of employment.

Submit an *Application for Employment* and resume to the Geauga County Commissioners, Attn: HR Administrator #1102, 470 Center Street Bldg. #4, Chardon OH 44024. Please refer to details and application at <https://co.geauga.oh.us/Notices/Jobs>.