



CITY OF LORAIN CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
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DATE OF ISSUE: JULY 29, 2022
THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES
APPLICATIONS FOR THE POSITION OF:

CLASSIFICATION:

**CHIEF BUILDING OFFICIAL
LORAIN BUILDING HOUSING & PLANNING/
Building Division**

SALARY:

**GRADE A16
Pay range:
\$ 82,844 to \$100,852
annually**

Applications for this full-time, civil service management position are available in the office of the Lorain Civil Service Commission, 7th Floor, Lorain City Hall or also available online at www.cityoflorain.org (click on Government, then Departments and Civil Service and then Application Instructions (and follow the 4-step procedure). Applications will be received beginning Monday, August 1, 2022 from 9:00 a.m. to 4:30 p.m. **UNTIL THE POSITION IS FILLED.** The office is closed from approximately 12:30 – 1:30 p.m. every day and on holidays. Applications will be received either in person or via email to: rosemary_white@cityoflorain.org

Applicants must be United States citizens or have a valid permanent resident card. Applicants must be residents of the State of Ohio and possess a valid Ohio Drivers license to be shown at time of application. Applicants must possess a high school diploma or GED, Associate's or Bachelor's degree in Construction, Engineering, or Industrial Technology or related field is highly desirable; must possess and maintain a State of Ohio certification as a Building Official and Residential Building Official, State of Ohio Certifications as Building Inspector, Electrical Safety Inspector and/or Plumbing Inspector or the ability to obtain within the first year of employment preferred; must have the certifications above and work experience of at least five years with another governmental inspection agency as a Chief Building Official are required; Professional Certifications and Licenses required: Ohio Board of Building Standards, certification as Building Official, Residential Building Official; Building Inspector; CBO shall be required to maintain the requirements for continuing education as set forth by the International Code Council and the State of Ohio Board of Building Standards. A copy of the job description is available upon request.

AN EQUAL OPPORTUNITY EMPLOYER



Position Description

Position Title: Chief Building Official
Department: Building, Housing and Planning
Salary Grade: A16 COL MAG
Reports to: Director of Building, Housing and Planning
FLSA: Non-Exempt
Date: May 2021
Addendum:

Position Summary:

The Chief Building Official is to provide administrative direction and oversight to the Building and Housing Department. This person is to ensure that all buildings conform to the established safety, building, housing and zoning codes and supervising assigned employees.

Duties and Responsibilities:

Department Administration

1. Establish department's short and long-term goals and objectives, conferring with the Safety/Service Director, other City officials and administrators, staff and/or citizens as necessary;
2. Develop and implement department programs and services necessary and/or desirable to the City's residents, as directed by City leadership;
3. Direct the operations and personnel of the building and housing division;
4. Oversee all building, electrical, plumbing, HVAC inspections, performed;
5. Oversee building permits and inspections;
6. Administer the Property Maintenance Programs;
7. Interpret and ensure adherence to applicable federal state and local building codes, ordinances, regulations and laws;
8. Maintain and increase knowledge and skill through attendance at meetings, conferences, training seminars and in-service training sessions; Bring back the necessary education information to all staff of the department as necessary;
9. Assist in administering and developing the annual budget for the department;
10. Evaluate and recommend the purchase of software, equipment, tools and supplies; responsible for maintenance of said items;
11. Develop, implement, enforce and oversee adherence to department policies and procedures;
12. Determine staffing requirements and adhere to City guidelines for personnel processes as determined by the City's handbook;

13. Provide leadership and guidance to staff;
14. Ensure employees receive sufficient orientation and training including, but not limited to, safety practices and procedures;
15. Establish guidelines for and ensure maintenance of comprehensive and current record keeping systems for activities and operational procedures;
16. Monitor and take action to ensure a consistent and satisfactory level of department performance;
17. Work cooperatively with other City departments to meet goals, support the department mission, and serve the citizens;
18. Meet with developers, planners, architects, engineers and consultants to gather plans; review application and code compliance;
19. Conduct and/or attend and actively participate in meetings as needed or required, most notably: Attend City Council meetings, as required by the Administrations, prepared to respond to questions pertaining to building construction, activities of the Planning Commission and/or the Building departments;
20. Attend all Planning Commission, Zoning Board of Appeals and Demolition Board of Appeals meetings, as well as any other meeting required;
21. Process, analyze and summarize information in order to prepare reports, correspondence on behalf of the Administration, etc.;
22. Maintain current certifications in order to remain qualified for this position in accordance with Ohio Revised Code and Ohio Building Code;
23. Respond to emergencies and special requests

Personnel Management

1. Review application materials, select interviewees and personally conduct interviews in conjunction with the City's Human Resource department;
2. Schedule employees for work and assign tasks, report schedules and dally staffing levels to supervision;
3. Monitor employee progress and compliance with departmental and city-wide policies and procedures;
4. Review employee record of time worked to verify accuracy. Maintain files of employee documentation including requests for leave and copies of employee time reports, disciplinary actions and performance evaluations;
5. Evaluate employee performance;
6. Counsel employees regarding performance issues;
7. Investigate and recommend discipline in response to employee misconduct;
8. Approve leave requests and authorize overtime;
9. Ensure effective communication of information to all employees;

Construction Plan Review

1. Direct and oversee the work of State Certified Plans Examiners;
2. Consult with Plans Examiners and review all construction documents in order to grant final approval;
3. Issue all necessary adjudication orders in accordance with State Law;
4. Approve all payments and invoices;

Demolition Board of Review

1. Work with Demolition Board of Appeals to eradicate unhealthy and nuisance housing in the community;

All other duties as assigned

Necessary Competencies:

1. Communication Skills- written and verbal
2. Customer Service
3. Leadership
4. Problem Solving
5. Prioritizing
6. Attention to detail
7. Initiative and Creativity
8. Strategic Planning and organizing

Requirements:

Knowledge of:

- Business and management principles involved in strategic planning, budget development, resource allocation, marketing and supervision;
- Principles and practices for staff recruitment, selection, training and evaluation;
- Applicable federal, state and/or local building and zoning codes (*), ordinances, regulations and laws;
- Building construction methods and materials;
- Principles of structural building inspection.
- Plumbing, electrical, heating and air conditioning systems;
- Inspection and safety evaluation techniques;
- Safety practices and procedures;
- Standard office equipment including computers and related software
- Department and City policies and operating procedures.

Skill and Ability to:

- Manage the activities and personnel or members of multiple departments, commissions, boards, etc.;
- Interpret blueprints and plans;
- Allocate funds based upon availability and department needs;
- Direct, motivate and develop people as they work;
- Develop and maintain effective working relationships with supervisors, co-workers and citizens;
- Communicate effectively with others both verbally and in writing;
- Persuade, negotiate and resolve conflicts;
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Understand the implications of new information for both current and future problem-solving and decision-making Interpret and apply laws codes, regulations and policies;
- Evaluate department success and employee performance against established standards; enacting changes as needed;
- Work within budgetary, procedural and/or policy guidelines and constraints;
- Prepare accurate and concise reports; Ability to prioritize tasks and when in question, seek direction from supervisors;

Education and Experience

- Education: High school diploma; Associate or Bachelors' degree in Construction, Engineering, or Industrial Technology or related field is highly desirable; Must possess and maintain a State of Ohio Certification as a Building Official and Residential Building Official State of Ohio certifications as Building Inspector, Electrical Safety Inspector, and/or Plumbing Inspector, or the ability to obtain within the first year of employment Preferred.
- Experience: Must have the certifications above and work experience of at least 5 years with another governmental inspection agency as a Chief Building Official are required.
- Professional Certifications and Licenses: Ohio Board of Building Standards certification as Building Official; Residential Building Official; Building Inspector; A current, valid State of Ohio driver's license and a driving record that is acceptable to the city's risk managers and insurers.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing duties of this job, the employee is regularly required to talk and hear. Vision demands include close, relatively detailed vision, with the ability to adjust focus when performing inspections. Employee may sit for periods of time when performing administrative work. The employee is frequently required to stand and walk for extended periods of time, use hands to hold and control equipment; reach with hands and arms, climb and balance, stoop, kneel, crouch, crawl and somewhat frequently work in awkward or confined positions. Lift or push moderate weight (15-20 pounds). Occasional lifting or pushing of heavy weight (20+ pounds).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.