

**CITY OF MENTOR  
CHIEF BUILDING OFFICIAL**

**NATURE OF WORK**

This is responsible administrative work involving planning, organizing, directing, and participating in the activities of the Building Division.

Work involves planning, organizing, and directing the enforcement of City and State building and related codes and standards. Incumbent holds responsibility to interpret the codes and obtain compliance with their intent. Work includes considerable contact with contractors, architects, and property owners. Work is performed with considerable technical independence and is reviewed by the City Engineer through conferences, reports, and observation of results achieved.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Manages the enforcement of codes and standards relating to building and related construction within the City; determines priority in inspection scheduling.

Supervises and evaluates the work of building inspectors; conducts annual performance evaluations; interprets codes and resolves problems between subordinates and contractors/owners.

Issues permits and provides final approval on issuance of occupancy permits; issues stop work orders for construction work not within approved plans; initiates legal action to correct violations; testifies before appeals board and in court.

Coordinates required plan changes with design engineers and architects.

Responds to questions from public, contractors, architects, and others regarding building code regulations and procedures; resolves citizen complaints regarding construction.

Prepares reports and correspondence as directed by the City Engineer and required by the State Board of Building Standards.

Develops policies and procedures to carry out the work of the division.

Prepares and administers the division budget.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

## **OTHER JOB FUNCTIONS**

Performs related duties as assigned.

## **REQUIREMENTS OF WORK**

Experience in construction, including supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of the principles and practices of building and construction safety, and engineering principles and practices.

Thorough knowledge of applicable local and state building codes and standards.

Considerable knowledge of the methods, materials, and techniques involved in general building construction to recognize possible defects.

Ability to plan and supervise the work of inspectors and other subordinates.

Ability to interpret codes and ordinances.

Ability to read, understand, and interpret plans, diagrams, blueprints, and specifications accurately and assess adherence to codes and standards.

Ability to direct the administration of codes and regulations firmly, tactfully, and impartially.

Ability to express ideas clearly, both orally and in writing.

Ability to establish and maintain effective working relationships with City officials, architects, property owners, and the public.

## **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Ohio driver's license

State of Ohio Building Official

State of Ohio Residential Building Official

### **Preferred**

Building Inspection Certification (Electrical/Plumbing – at least 1)

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspection of construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; kneel, bend and crouch. The employee is occasionally required to walk; and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus.