

CITY OF NORTH CANTON

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

| | | | |
|------------------------|------------------------|--------------|-----------------|
| Position Title: | Chief Building Officer | Name: | To Be Announced |
|------------------------|------------------------|--------------|-----------------|

| | | | |
|----------------------------|---|--------------------|---|
| Employment Status: | Full-Time | Dept./Div.: | Building Department |
| FLSA Status: | Exempt | Reports To: | City Administrator |
| Days/Hours of Work: | M-F, 7:00 a.m.-4:00 p.m. General Hours | Supervises: | Full & Part-Time Inspectors, Shares Secretary with Supt. |

The Chief Building Official (CBO) is responsible for providing administrative direction and oversight to the Building Division, ensuring that all buildings conform to the established safety, building and zoning codes. The CBO may act in the capacity of the Superintendent of Permits and Inspections, pursuant to the City's municipal charter. The CBO coordinates the Planning Commission and Zoning and Building Standards Board of Appeals meetings; directs and manages the Building Department including supervising assigned staff; and performs related duties as required. The CBO reports directly to the City Administrator or Administrator's designee and works in a team environment with City Officials and staff; performs technical inspection work under guidance of the City of North Canton Codified Ordinances, Ohio Building Officials Association, National Electric Code, Ohio Plumbing Code, National Fire Code and other applicable state regulations. The CBO supervises and/or performs field inspections, plans examination, code enforcement, building department records management, and inspects public and private projects and property to ensure that health and safety regulations are met.

QUALIFICATIONS An example of an acceptable qualification for this position:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is: *Experience:* Five years of increasingly responsible experience in building inspection, standards development and plan checking preferably also including at least two years of supervisory experience. *Education:* Completion of the twelfth grade supplemented by college or certification courses in building inspection. Must possess at least one current inspection license in plumbing or electrical inspection.

LICENSURE OR CERTIFICATION REQUIREMENTS

Possession of Class I Building Official, or Class III Building Inspector, Electrical Safety Inspector, State Certified Plumbing Inspector (nonresidential and residential) certifications from the Ohio Board of Building Standards, or a licensed architect or engineer or any equivalent combination of training and experience that provides the required knowledge, abilities and skills. Possession of a valid Ohio State Driver's License and qualify for and remain insurable under the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Performing commercial and residential plan review to ensure compliance with all applicable codes • Performing building and mechanical inspections of commercial and residential building of new construction and existing structures for compliance with adopted building codes • Making final determinations regarding the technical aspects of building code requirements for residential, commercial and other development projects to ensure compliance • Working with the Zoning Inspector/Code Enforcement Officer and others to negotiate acceptable solutions for code compliance • Negotiating and managing third party plan review and inspection service as appropriate • Coordinating the building permit

CITY OF NORTH CANTON

An Equal Opportunity Employer

Page 2 of 4

POSITION DESCRIPTION

| | | | |
|------------------------|------------------------|--------------|-----------------|
| Position Title: | Chief Building Officer | Name: | To Be Announced |
|------------------------|------------------------|--------------|-----------------|

| | | | |
|----------------------------|---|--------------------|---|
| Employment Status: | Full-Time | Dept./Div.: | Building Department |
| FLSA Status: | Exempt | Reports To: | City Administrator |
| Days/Hours of Work: | M-F, 7:00 a.m.-4:00 p.m. General Hours | Supervises: | Full & Part-Time Inspectors, Shares Secretary with Supt. |

review and inspection processes • Providing sustained leadership and management direction for employees within the department; establishing performance goals and evaluating the work, progress and performance of staff.

Assisting the public in dissemination of information and facilitating the permit review and inspection process • Working with the Administration and Director of Finance to prepare the annual budget, establish goals and objectives, policies and procedures • Providing information and expertise to the City Council in handling various building, zoning economic development and other property related issues in the community • Offering informational seminars, website management, write articles and press releases that inform and educate the constituency • Working collaboratively with the Planning Commission to review and recommend changes to the City of North Canton Zoning Code to ensure consistent and appropriate standards for construction of new and existing facilities and with the Board of Zoning Appeals in determining appropriate variances and conditional usage.

The Building Official will provide an executive summary to the Board/Commission and information as requested • Review and recommend revisions to the City's fee schedule and well as other processes/procedures. • Supervise accurate records of permit and complaint activities, inspections, problems and resolution • Supervise and prepare as appropriate, a variety of reports regarding permit applications, permits issued/finalized, building valuations, receipts, inspections and resolution • Attend and participate in professional group meetings, seminars and conferences as appropriate to the position; stay abreast of trends and innovations in the field of building construction, plan review, and inspection • Maintains required licensure and certification • Perform related duties and responsibilities as required and requested.

Define problems, collect data, establish facts, and draw valid conclusions; • Exercise independent judgment and discretion • Understand, interpret, and apply laws, rules, or regulations to specific situations • Select most qualified applicant according to specifications for referral • Determine material and equipment needs • Calculate fractions, decimals, and percentages • Prepare accurate documentation • Compile and prepare reports • Communicate effectively in writing and orally • Train or instruct others • Understand a variety of written and/or verbal communications • Handle sensitive inquiries from and contacts with officials and the general public • Develop and maintain effective working relationships • Resolve complaints • Travel to and gain access to work sites.

Is responsible for the review of submitted drawings, plans, and specifications and approves or disapproves as appropriate • Discusses technical problems, ordinances, and codes with contractors, architects, engineers and others • Provides interpretations of codes independently or after consultation with staff and/or contractors • Represents the Administration at various meetings • Attends meetings and functions relating to

CITY OF NORTH CANTON

An Equal Opportunity Employer

Page 3 of 4

POSITION DESCRIPTION

Position Title: Chief Building Officer **Name:** To Be Announced

| | | | |
|----------------------------|---|--------------------|---|
| Employment Status: | Full-Time | Dept./Div.: | Building Department |
| FLSA Status: | Exempt | Reports To: | City Administrator |
| Days/Hours of Work: | M-F, 7:00 a.m.-4:00 p.m. General Hours | Supervises: | Full & Part-Time Inspectors, Shares Secretary with Supt. |

building aspects of code endorsement • Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrate regular, predictable, and punctual attendance • Provide technical assistance on construction inspections • Discuss field inspection problems and procedures • Answer technical questions regarding code enforcement • Assist in inspection training program as assigned • Require to make independent judgments concerning acceptance of alternative building products and construction methods and management and supervision concerns • Maintain records and prepares written and oral reports of: permits issued, construction work completed, inspections conducted, community census statistics, code violations, and others as needed.

Receive and respond to complaints from the public both verbally and in writing • Answer questions from the public, realtors, contractors, architects and builders • Monitor financial performance to ensure expenses do not exceed appropriations • Monitor supply and materials inventory • Prepare bid specifications for materials and equipment needed • Submit purchasing requests for new supplies and equipment • Review bills and authorize payments • Prepare records, reports, and other documentation (e.g., operational, financial, personnel, etc.).

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor Vehicle, modern business office equipment; telephone, personal computer, portable devices, including current Microsoft Office software, copy machine, fax machine, and testing devices.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee is frequently required to: sit, stand, walk, squat, lift from the ground to the waist as well as overhead, talk and hear with clarity. The employee is often required to: crawl on the ground, traverse uneven ground and climb and descend ladders and stairs in an outdoor construction environment that may have unknown safety hazards. The employee must use hands and fingers to feel, handle or operate objects, tools, or controls and to reach in all directions with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to discern colors. Work is performed both indoors and outdoors in a variety of settings. In accordance with the Dictionary of Occupational Titles, Physical Demands – Strength Rating, this is considered light work.

CITY OF NORTH CANTON

An Equal Opportunity Employer

Page 4 of 4

POSITION DESCRIPTION

Position Title: Chief Building Officer **Name:** To Be Announced

| | | | |
|----------------------------|---|--------------------|---|
| Employment Status: | Full-Time | Dept./Div.: | Building Department |
| FLSA Status: | Exempt | Reports To: | City Administrator |
| Days/Hours of Work: | M-F, 7:00 a.m.-4:00 p.m. General Hours | Supervises: | Full & Part-Time Inspectors, Shares Secretary with Supt. |

The City of North Canton (City) is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, the City complies with applicable state and local laws governing nondiscrimination in employment in every jurisdiction in which it maintains facilities. The City also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)