



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE DEPENDING ON QUALIFICATIONS

JOB CLASSIFICATION TITLE: CHIEF BUILDING OFFICIAL
DEPARTMENT: BUILDING AND ZONING
PAY RANGE: C DISCRETIONARY
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: UN-CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 16, 2020

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Chief Building Official
Class Title:

Incumbent:

Department:	Building and Zoning	FLSA Status:	Exempt
Reports To:	County Administrator	Civil Service Status:	Classified
Pay Range:	Discretionary	Employment Status:	Full-time
Probation:		Lunch:	Unpaid
Work Hours:	8:00 A.M. to 5:00 P.M.		

JOB RESPONSIBILITIES:

Under administrative direction, supervises work of zoning and building inspectors; reviews plans and specifications for all residential building construction to ensure compliance with Redidential Code of Ohio the National Electric Code and the National Flood Insurance Program Regulations; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. B.O., B.I., E.S.I., R.B.O Certifications by State of Ohio Board of Building Standards.
2. Ohio driver's license.

ESSENTIAL FUNCTIONS:

1. Supervises work activities of building and zoning department personnel (e.g., assigns work tasks, interviews applicants and recommends hire, evaluates employee work performance, disciplines, approves leaves, handles grievances and complaints, etc.).
2. Develops and implements department policies and procedures in accordance with overall guidelines established by Board of County Commissioners.
3. Prepares and reviews yearly budget requests and proposed estimate of requests for following year.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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4. Controls fiscal accounts to ensure budgetary compliance, by approving or disproving expenditures.
5. Processes permit applications and issues building permits.
6. Makes field inspections with Building & Zoning Inspectors to resolve problems reported by the Building & Zoning Inspectors.
7. Represents County at Ohio Building Standards Board of Appeals, Common Pleas Court, County Court, and other courts over code violations and other related matters.
8. SETS Meetings and serves as secretary to Flood Damage Prevention Variance Board, as needed.
9. Interprets reports, journals, and other documentation as they affect building and zoning standards, codes, etc..
10. Accompanies inspectors on rotating basis and observes performance to ensure inspectors carry out duties in accordance with codes (e.g., monitors inspection procedures, interpretations of construction documents, public relations).
11. Maintains files on all construction sites.
12. Develops and issues procedural instructions to inspectors.
13. Establishes basis of building permit fees when needed, supplies proper documentation to the Board of Commissioners.
14. Maintain Safety Policies, maintains use of County vehicle policies.
15. Reviews and approves plans for one, two, and three family residential and residential-accessory construction to ensure compliance with Residential Code of Ohio, Electric and Zoning Codes.
16. Reviews all plans for conformance to Flood Damage Prevention Regulations.
17. Returns unacceptable plans or requests additional information, if required.
18. Notes required modifications to plans for minor defects.

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19. Discusses alternate solutions of violations with architects, contractors, owners.

20. Advises all inquiries as to Code requirements and feasibility of proposed work affected by Codes.
21. Works with building & zoning inspectors to determine Code compliance by providing graphic and verbal Code interpretations, and by acting as mediator between inspector and other parties.
22. Reviews written inspection reports.
23. Reviews and interprets building code amendments.
24. Researches and compares other County building Department Level of Enforcement of any Particular Code item.
25. Acts as Flood Plain Administrator for the County.
26. Demonstrates a regular and predictable attendance.
27. Maintains all required certificate(s) and license(s).
28. Maintains Employee Manual.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends regular meetings of building, zoning and code officials.
2. Participates in regional planning of major projects, developments, etc., as requested.
3. Coordinates training seminars and meetings.
4. Performs other duties as required by County Administrator.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: Ohio building codes and other related legislation; fire safety codes; construction practices, methods and materials; blueprints; State and local codes regulating; electrical installation techniques and procedures; inspection techniques; supervision; Flood Damage Regulations; zoning codes.

Ability to: develop and maintain working relationships with associates, builders and the general public; communicate effectively; collect, analyze and interpret data; prepare meaningful, accurate and concise reports; including accessibility to all portions of structures under construction.

Skill in: building codes interpretation, reading construction documents; basic computer word processing and data retrieval. Public speaking, speaking to Board of Commissioners on an as needed basis. Meeting with Township Trustee's on an as needed basis. Have solid management skills. Meet regular with your supervisors. Must be willing to perform elementary residential building inspections. Answers phones at front counter as needed.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

**Date Adopted:
Date Revised:
posdes.57**