

City of Maumee

POSITION DESCRIPTION

POSITION TITLE: Assistant Chief Building and Zoning Official **DEPARTMENT:** Public Safety
CLASSIFICATION: Exempt **APPROVED BY:**

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Chief Building and Zoning Official
POSITIONS SUPERVISED: Building & Zoning Inspectors (2), Division Clerk/Secretary, Zoning and Community Improvement Assistant

POSITION PURPOSE

Assists the Chief Building Official with the daily operations of the Division of Building and Zoning Inspection. Responsible for ensuring public safety and health in the administration of state mandated and local codes providing safe buildings in which to work and live. Preserves the commercial and residential building stock in compliance with local zoning codes. Assists in the preparation of data used on projects. Monitors project site and addresses issues and concerns. Maintains appropriate documentation. Supports team members and ensures that established goals and deadlines are met. Keeps City management informed of status and significant problems.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Enforces and administers the City's Building and Zoning Codes.**
 - a. Serves as Assistant Chief Building and Zoning Compliance Officer within the City.
 - b. Assumes the responsibilities and duties of the Chief Building and Zoning Official in their absence.
 - c. Assists in support functions for Council, Planning Commission, Board of Zoning Appeals and the Architectural Board on issues subject to their purview.
 - d. Maintains a working relationship with numerous outside agencies, non-profit and community groups
 - e. Assists in assigning work, reviews scheduling, reviews time sheets, and monitors employees work for compliance with City and Ohio Codes.
 - f. Assists in Plan Review and inspections mandated by Ohio and the City including all structural, mechanical, electrical, plumbing, fire suppression, fire alarm, and fire safety.
 - g. Reviews reports detailing data and results of material tests. Adjusts, records, and correlates data.
 - h. Reviews and assists in inspection budgeting and allocating resources.
 - i. Adheres to professional codes and regional requirements. Meets safety regulations and requirements.
 - j. Assists in monitoring progress at project site and acts as liaison between units in addressing concerns or issues.
 - k. Assists in field inspections required through the state building codes with the required certifications for the specific trade in which certified.

2. **Assumes responsibility for establishing and maintaining effective communication, coordination, and working relationships.**
 - a. Keeps management informed of significant problems and of progress attained in reaching established objectives.
 - b. Assists and supports other City personnel in review of building construction documents and in the execution of City programs and initiatives.
 - c. Acts as liaison with developers, contractors and sub-subcontractors.
 - d. Meets with citizens as necessary.

3. **Assumes responsibility for related duties as required or assigned.**
 - a. Completes special projects as assigned.
 - b. Attends meetings as required.
-

PERFORMANCE MEASUREMENTS

1. Research inspection tasks are performed in accordance with established standards, policies, and procedures. Research goals and tasks are completed on schedule.
 2. Good working relationships exist with citizens and contractors. Concerns are promptly addressed and any problems effectively resolved when possible.
 3. Required reports and documentation are complete and current.
 4. Management is appropriately informed of department activities and of any significant problems. Recommendations for improvements in policies and procedures are provided.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION: College degree in civil engineering or related field and or compliance with the State of Ohio minimum requirements in accordance with OAC. Provide the required Building Official Certification and or Interim Building Officials Certificate, Residential Building Officials Certification and a minimum of one trade related certification through the State of Ohio, Department of Commerce.

REQUIRED KNOWLEDGE: Understanding of municipal operations and needs. Understanding building and zoning code regulations and enforcement.

EXPERIENCE REQUIRED: Five years of related experience and or compliance with the State of Ohio minimum requirements.

SKILLS/ABILITIES: Strong analytical and problem-solving skills.
Well organized.
Good communication skills.
General computer skills.
State of Ohio driver's license and the ability to insure under the City policies.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING: Must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

HEARING: Able to hear average or normal conversations and receive ordinary information.

VISUAL ABILITIES: Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

PHYSICAL STRENGTH: Light work; exerts up to 20 lbs. occasionally and up to 10 lbs. frequently.

WORKING CONDITIONS

Work is performed both inside and outside; subject to weather. Frequent local travel.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Able to apply logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions.

Able to interpret a variety of technical instructions and deal with multiple variables.

KNOWLEDGE AND ABILITIES: Read blue prints, interpret building plans including construction methods and materials, structural design of buildings, plumbing, electrical, heating and air conditioning systems.

LANGUAGE ABILITY: Able to read and prepare business documents.

Able to conduct training and make professional presentations.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

Job descriptions are not intended as and do not create employment contracts. The City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee name

Date

Employee signature