

CLASSIFICATION SPECIFICATION
LORAIN COUNTY BOARD OF COMMISSIONERS
 An Equal Opportunity Employer

TITLE: Chief Building Official

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JOB RESPONSIBILITIES: Under administrative direction; supervises the operations and personnel of the Building Department; receives and responds to complaints or inquiries and conducts inspections of commercial and residential construction projects; etc.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education or equivalent, plus a minimum of five (5) years of practical building/construction trade experience, or an equivalent combination of training, education, and/or experience. Supervisory experience related to building inspection preferred.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Building Official Certification, or Interim Certification successful completion of required examinations within two (2) years; must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the County's vehicle insurance policy.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>1. Supervises the operations and personnel of the Building Department (schedules and assigns work; interviews and recommends applicants for hire; recommends discipline; evaluates employee performance; ensures employees follow safe working practices and procedures; receives and attempts to resolve grievances or complaints; assists with the development of division policies and procedures; etc.</p>	<p>1. Knowledge of (a) Ohio Building Code/Residential Code of Ohio, (b) division policies and procedures,* (c) County/Township zoning laws and regulations, (d) inspection techniques, (e) code enforcement procedures, (f) safety practices and procedures, (g) supervisory principles and practices; ability to (h) interpret extensive variety of technical material in books, journals, and manuals, (i) recognize unusual or threatening conditions and take appropriate action, (j) define problems, collect data, establish facts, and draw valid conclusions, (k) exercise independent judgment and discretion, (l) understand, interpret, and apply laws, rules, or regulations to specific situations, (m) prepare accurate documentation, (n) communicate effectively, (o) develop and maintain effective</p>

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	<p>2. Communicates with the public regarding zoning requirements and building code regulations; investigates zoning and building code complaints; prepares and maintains records, reports, and other documentation.</p> <p>3. Reviews and approves plans, specifications, and other residential, commercial, and industrial construction project documentation in order to ensure compliance with state and local building codes, zoning ordinances, and other applicable requirements; consults with planners, architects, engineers, and others regarding project compliance; initiates permit processing for local permits.</p> <p>4. Performs field inspections of residential construction projects in order to ensure compliance with state and local building codes (inspects footing, framing, etc.); enforces the provisions of the Residential Code of Ohio; prepares and serves violation notices and ensures corrective action.</p> <p>5. Performs field inspections and enforces County zoning ordinances (permitted use of property, proper occupancy levels, proper signs where permitted, etc.); prepares and serves violation notices and ensures corrective action.</p>	<p>1. (continued) working relationships; skill in (p) computer operation.</p> <p>2. Knowledge of (a), (b),* (c); ability to (h), (i), (j), (k), (l), (m), (n), (o).</p> <p>3. Knowledge of (a), (b),* (c); ability to (h), (i), (j), (k), (l), (m), (Q) read blueprints; skill in (p).</p> <p>4. Knowledge of (a), (b),* (c), (d), (e); ability to (h), (i), (j), (k), (l), (r) travel to and gain access to work site; skill in (s) inspection of construction projects.</p> <p>5. Knowledge of (b),* (c), (d), (e), (f); ability to (i), (j), (k), (l), (m), (n).</p>

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	<p>6. Performs field inspections of other residential, commercial, and industrial construction projects in order to ensure compliance with codes, plans, or other regulations (subdivisions, allotments, utility lines, street openings, sidewalks, etc.).</p> <p>7. Interacts with various other County boards and commissions; receives, reviews, and compiles applications and supporting documentation for the boards' and commissions' consideration; drafts and publishes legal notices for Board of Appeals cases.</p> <p>8. Performs various miscellaneous tasks in order to ensure the efficient operation of the department (consults with applicants requesting re-zoning and initiates administrative action; reviews petty cash expenditures, issues new house numbers, etc.).</p>	<p>6. Knowledge of (b), (c),* (d), (e), (f), (g); ability to (h), (i), (j), (k), (l), (m), (n); skill in (p).</p> <p>7. Knowledge of (a), (b),* (c), (e), (t) government structure and process; ability to (h), (i), (j), (k), (l), (m), (n).</p> <p>8. Knowledge of (b),* (c); ability to (h), (i), (j), (k), (l), (m), (n); skill in (p).</p>

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