

Job Opportunity #1102

To be posted June 22, 2012 until the position has been filled

- Position:*** **Assistant Building Official**
- Hours:*** Monday thru Friday, 8:00 AM – 4:30 PM.
- Location:*** Building Department, 470 Center St., Chardon
- Compensation:*** Full-time compensation and benefits package.

Definition: Under general supervision from the Chief Building Official, provides technical supervision and management for the operations of the Building Department; Performs reviews and inspections of building construction to insure conformance to codes and enforcement of state and county codes, laws, ordinances and regulations and accepted practices; Interprets codes, ordinances and regulations regarding inspection and construction; Acts in the capacity of Chief Building Official (CBO) when incumbent is unavailable; Performs related duties as required.

Qualifications: High school diploma or general education degree (GED) and a minimum of 5 years of related experience and/or training, including leadership/supervisory; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job. Position requires State Certification as a Class III Building Inspector, Electrical Safety Inspector (ESI) and Residential Building Official (RBO) and valid driver's license. Must obtain Class I CBO certification within 2 years of hire.

Duties/Responsibilities/Abilities:

Provides daily technical supervision of employees (i.e., review work requirements, status and problems); Ensures effective performance and consistent application of all policies and procedures; Ensures training and maintains training program; Monitors performance and provides feedback to staff; Communicates with CBO regarding problems; Participates in interviewing and making recommendations for hire

Provides technical guidance regarding code enforcement, procedures, policies and interpretations; Ensures compliance with all applicable state and federal regulations ; Enforces construction codes in accordance with regulatory and policy and procedure requirements to ensure public safety and health; Enters, retrieves, reviews or modifies data (i.e., schedules inspections and updates computer with results of inspections performed).

Performs field inspections of new and existing buildings (commercial, industrial, educational and residential) for compliance with the building codes as necessary due to workload or in absence of other inspectors; Reviews one, two and three-family dwelling plans; Checks plans for code compliance and makes recommendations for achieving code compliance; Re-inspects violations

and conducts final inspections for compliance in construction and fire safety; Determines cost of reconstruction, extent of damage on all fire-damaged structures; Reviews and updates codes; Appears in court as needed regarding violations.

Responds to phone calls or inquiries from the public (property owners, developers, contractors, engineers, architects and public entities) relative to applicable building codes, zoning and code interpretation; Interprets codes; Attends meetings with various departments and agencies as assigned.

Knowledge of current building construction practices, methods, phases, materials and equipment for residential and commercial construction; personnel administration methods and techniques; safety rules, regulations and practices applied to construction areas and office space; departmental rules and regulations*; and county and state building codes and related laws and legal procedures for code enforcement;

Skill in the use of modern computer software programs and equipment; preparation of cost estimates; and preparation of written communications;

Ability to deal with large number of variables and determine/recommend specific course of action; evaluate situations and make objective decisions; perform math calculate fractions, decimals and percentages and to perform basic math functions accurately; maintain and prepare a variety of records and reports; communicate with others both orally and in writing; deal effectively with public officials, employees, co-workers, and the general public; and read blueprints and interpret plans to compare with construction in progress

*Developed after employment.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio driver's license or equivalent and maintain acceptable driving record.

Requires vision (which may be corrected) to read small print.

Requires ability to stand, sit, walk, talk or hear; use of hands; reach with hands and arms.

Requires ability to climb, stoop, kneel, crouch or crawl.

Occasionally lift and/or move up to 25 pounds.

Is subject to inside and outside environmental conditions.

May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

All required licenses and certifications must be maintained as a continued condition of employment.

Submit an *Application for Employment* and resume to the Geauga County Commissioners, Attn: Human Resources #1102, 470 Center Street Bldg. #4, Chardon OH 44024. Please refer to details and application at www.co.geauga.oh.us.