

City of Macedonia

Job Description – Building Commissioner

Job Title: Building Commissioner

Status: Exempt

Bargaining Unit: None

General Description of Work: The Building Commissioner directs the operations of the City's Building, Zoning, Engineering and Planning Department, supervises department personnel and performs various functions for the City. The Building Commissioner is responsible for ensuring that all plans, buildings and zoning in the City confirm to established local, state and federal regulations pertaining to building and zoning, and for ensuring that all plans, buildings and zoning in the City, as well as department operations, policies and procedures are in compliance with relevant local, state and federal regulations and professional standards for Building and Zoning Department operations.

Supervision Received: Receives general supervision from the Mayor.

Required Minimum Qualifications: Qualified candidates must have a current certification from the State of Ohio Board of Building Standards as a Building Official, a Building Inspector and a Residential Building Official. Additional certification as an Electrical Safety Inspector, Plumbing Inspector or both is preferable. Interim certifications are acceptable provided full certification can be obtained within one year.

The position requires a valid State of Ohio drivers' license. *An individual who poses a threat to himself/herself or others in the workplace will be deemed not suitable for this position.*

Primary Duties: (includes estimated % of time spent on function; essential functions are identified by *)

1. Administration (35%)

- a. Performs various administrative procedures to process payroll, budget, and legislation according to established practices*
- b. Develops and implements strategic planning and programming for the department including researching, developing, and presenting plans and specifications for equipment, vehicles and personnel*

- c. Develops and administers the annual department budget; monitors and approved department purchases, and ensures budget activities comply with pertinent regulations*
- d. Attends various administrative meetings including Planning Commission, Board of Zoning and Building Code Appeals, City Council and other meeting as needed or directed*
- e. Researches, prepares, presents and reviews records and reports of department activities*

2. Building and Zoning Inspections (30%)

- a. Reviews and enforces the adopted building and zoning codes*
- b. Reviews construction documents and specifications*
- c. Conducts inspections on various buildings, sites and projects to ensure compliance with relevant codes and standards including:*
- d. Measures, photographs and documents observations*
- e. Communicates with contractors and homeowners to enforce policies, explain codes and enforcement procedures.
- f. Reviews inspection reports from various contract inspectors*
- g. Reviews plans for commercial and residential zoning projects*

3. Supervision (30%)

- a. Develops, implements, communicates and evaluates department policies and procedures; reviews and modifies as necessary to ensure efficient and effective operations and service*
- b. Determines department staffing structure and assignments; modifies structure and assignments as needed to ensure effective operations and service*
- c. Reviews various reports of department activities and productivity levels to monitor employee performance and maintain awareness of building and zoning activities in City*
- d. Coordinates selection procedures with Human Resource Manager; interviews candidates and makes hiring recommendations to Mayor*
- e. Maintains current awareness of professional standards of engineering and provides training on same to staff*
- f. Provides direction, guidance and support to department staff*
- g. Monitors and evaluates employee performance, provides feedback, documents performance issues and actions, and enforces discipline*
- h. Meets with employees to hear, evaluate and resolve employee concerns*

4. Miscellaneous (5%)

- a. Attends various meetings and training to maintain current job knowledge and abilities, or as needed or directed*
- b. Works with the City Engineer on various aspects of construction planning and projects

c. Performs other miscellaneous duties as assigned or needed*

Required Knowledge, Skills and Abilities:

- Knowledge of Macedonia Building and Zoning Department operations, policies and procedures including various reporting procedures and requirements
- Knowledge of City of Macedonia policies and procedures including purchasing, budgeting and legislative processes
- Knowledge of local, state and federal regulations pertaining to building and zoning code enforcement
- Knowledge of personnel management and supervisory practices
- Knowledge of administrative practices and principles
- Knowledge of various local, state and federal laws relating to building and zoning
- Knowledge of current trends in building and zoning regulation enforcement
- Knowledge of City geography, streets, landmarks, buildings, business locations, subdivisions and neighborhoods
- Ability to establish and maintain effective working relationships with supervisor, co-workers, other City departments and public officials, representatives of various local, county, state and federal agencies, the media, citizens of the community, and representatives of various public and private entities to create a positive public image of the Building and Zoning Department
- Ability to provide effective strategic management for the department
- Ability to provide effective supervision and resolve employee concerns
- Ability to prepare and administer a departmental budget*
- Ability to maintain confidential information
- Ability to read blueprints and topographical maps
- Ability to operate basic computer software
- Ability to operate standard office equipment
- Ability to organize, prioritize, coordinate and delegate department workload*
- Ability to create, prepare and present effective records, reports and presentations*
- Ability to perform duties of other department personnel as needed
- Effective analytical, problem-solving, decision-making, project management, time management, organizational, conflict management, communication and negotiation skills
- Knowledge of basic safety procedures and regulations
- Ability to inspect various building and construction sites
- Ability to apply standard techniques of building and site inspection
- Ability to see, hear, crawl, lift, carry, reach, climb, squat, sit, stand, maneuver in confined spaces, drive a motor vehicle and manual dexterity
- Skills necessary to utilize equipment including tape measures, hand tools, survey equipment, ladders, cameras and other standard inspection equipment

Work Environment:

The work is performed both in a typical office setting where the employee is not generally exposed to adverse conditions and in the field during inspections where the employee is potentially exposed to inclement weather and various conditions of building construction

Employee Name

Employee Signature

Date

Supervisor Signature

Date