

**JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO**

**ORDINANCE: 21-192**

**POSTING DATE: 01/12/22  
DEADLINE DATE: 01/25/22**

**CHIEF BUILDING OFFICIAL**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **CERTIFIED BUILDING DIVISION**:

**POSITION:**  
**Chief Building Official**

**ANNUALLY:**  
**\$37,150 - \$77,000**

**GENERAL STATEMENT OF DUTIES:** Perform all duties and maintains all certifications and/or licensures necessary for compliance as a building official under the Ohio Administrative Code and Ohio Revised Code.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Responsible for the enforcement of the rules of Chapters 3781 and 3791 of the Ohio Revised Code, relating to construction, arrangement, and the erection of buildings or parts thereof. Responsible for the tracking and auditing of all projects to assure all building department personnel perform their duties in accordance with the ORC and the overall administration of the Building Division.

Examine construction documents to determine compliance with the rules of the local board and the ORC Chapters 3781 and 3791. Inspect, investigate, and determine whether or not work which has been performed, is in conformity with approved construction documents. Identify any special conditions that would affect the timing of inspections, and then schedule inspection times mutually agreed upon by the building official and the owner.

Retain records of applications received, certificates of plan approvals, notices of orders, certificates of occupancy, certificates of completion, and other such records required by the rules of the Board of Building Standards. Also submit reports and required special information to the Board of Building Standards.

Examination of construction documents related to heating, ventilating, and air conditioning (“HVAC”) systems and the associated refrigeration, fuel gas, and heating piping to determine compliance with the rules of the board.

Performs inspections and determines that work for which they are certified to make inspections, is performed in compliance with the approved construction documents.

Perform related duties; prepares periodic reports for external agencies (e.g., EPA, ODOT, ODNR,

FAA, etc.) maintains project records; serves as liaison with other city divisions and external agencies regarding projects; attends meetings on behalf of division; obtains and maintains required licenses and certifications.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: (1) City and division goals and objectives, (2) plan examination, (3) public works construction, maintenance and repair, (4) safety practices and procedures, (5) records management, (6) employee training and development, (7) supervisory principles, (8) project management; Skill in: (9) surveying and engineering equipment operation, (10) motor vehicle operation; Ability to: (11) deal with many variables and determine specific action, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) exercise independent judgement, (14) apply concepts of algebra, geometry, calculus and trigonometry, (15) prepare complex and accurate maps, charts, graphs and plans, (16) communicate effectively, (17) develop and maintain effective working relationships, (18) resolve complaints, (19) travel to and gain access to work sites.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

\*Five years of experience in non-residential building design and construction for buildings or structures while registered in Ohio as an architect or professional engineer, or

\*Ten years of experience as a general contractor or superintendent of building construction for buildings or structures dealing with all phases and trades of construction including the responsibility for obtaining approvals and inspections within the scope of groups regulated by the rules of the Board, or

\*Five years of experience employed full-time as a residential building official in a certified residential building department.

(\*) Must be able to obtain certification (permanent or interim) by the Ohio Board of Building Standards as a Building Official and Master Plans Examiner.

### **ADDITIONAL REQUIREMENTS:**

**You must possess a Valid Ohio Drivers' License.**

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The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY."**