

***JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO***

**ORDINANCE #22-249 ~ POSTING DATE: 1/03/23 ~ DEADLINE DATE: 1/16/23**

**Permitting and Development Official**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the *Permitting and Development Division*:

***POSITION***

***ANNUAL SALARY RANGE***

Permitting and Development Official

\$40,000 - \$70,500

***GENERAL STATEMENT OF DUTIES:***

Under administrative direction, assists with operations of the City of Mansfield Permitting and Development Division, performs some personnel functions, assists with overseeing codes compliance and permit approval tasks, assists with recordkeeping functions, assists with complex grant coordination and administration, assists with ensuring grant compliance, assists with policy and procedure development, and assists with project planning, development, and monitoring. Performs other duties as required.

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

Directs division operations; assists with development and communication of division policies and procedures; supervises division personnel; assigns tasks, provides direction and ensures work complies with standards; assists with planning for HUD grants and projects; assists with special projects

Performs some personnel functions; assists with division training programs; evaluates performance of personnel; issues oral warnings; authorizes payment of division payroll; authorizes leaves of absence; reviews and approves time records; authorizes overtime.

Oversees and performs codes and permits functions; reviews and approves commercial and residential building plans; issues building and occupancy permits; directs and performs inspections; monitors, reviews, and evaluates inspections of residential, commercial and other buildings during and after construction for code compliance; assists architects, engineers, contractors and general public with code compliance; represents City at public hearings; oversees zoning compliance.

Oversees record functions; establishes and implements records and document maintenance systems and procedures; prepares periodic reports; maintain records of work completed.

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

Knowledge of (1) division goals and objectives; (2) safety practices and procedures; (3) Ohio Basic Building code, (4) Mansfield zoning and building codes, (5) building and related inspection techniques, (6) building construction, (7) records management, (8) OSHA, (9) employee training and development, (10) supervisory principles and practices (11) HUD grant procedures specifically CDBG/HOME, (12) public relations (13) housing construction and repair. Skill in: (14) motor vehicle operation. Ability to: (15) define problems, collect data, establish facts and draw valid conclusions, (16) understand, interpret and apply laws, rules or regulations to specific situations, (17) calculate fractions, decimals and percentages, (18) compile and prepare reports, (19) communicate effectively, (20) prepare and deliver speeches and presentations, (21) develop and maintain effective working relationships, (22) operate motor vehicle to travel to and gain access to work site, (23) ability to work in adverse conditions.

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

Bachelor's degree in Planning, Community or Economic Development, Public Administration or related field and three to five years of progressively responsible related experience, or any combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Experience as an, inspector of new construction, electrical or plumbing work, or equivalent experience in building construction, electrical or plumbing contracting, preferred. Has the ability to express ideas and instructions clearly both verbally and in writing. **Proficient in Microsoft Office Products.**

**Ohio Driver's License is required.**

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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.

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**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."**