

**JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO**

ORDINANCE #23-201 ~ POSTING DATE: 7/11/24 ~ DEADLINE DATE: 7/24/24

Permitting and Development Official

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following classified 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 codes compliance and permit approval tasks; assists with recordkeeping functions; assists with grant coordination and administration; oversees utility permits and inspections; assists with zoning administration, demolitions, mowing, clean-ups, and board ups; oversees Community Service workers as needed; assists with CDBG/HOME special projects; oversees maintenance of vehicles and equipment. Performs other duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Performs codes and permits functions; performs inspections; monitors, reviews, and evaluates inspections of residential, commercial and other buildings during and after construction for code compliance; assists the general public with code compliance; oversees zoning compliance; monitors special grant projects; maintains logs for maintenance of vehicles, mowing equipment, and other inspection tools.

Oversees record functions; 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 (24) any Ohio Board of Building Standards Certification.

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.

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 ON LINE OR 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."