

**JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO**

ORDINANCE: 25-005 ~ POSTING DATE: 03/04/25 ~ DEADLINE DATE: 03/24/25

CHIEF BUILDING OFFICIAL

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following full-time, unclassified position in the **PERMITTING AND DEVELOPMENT DIVISION**:

POSITION:
Chief Building Official

ANNUALLY:
\$65,000- \$90,000

GENERAL STATEMENT OF DUTIES: This is highly responsible, advanced technical work in the Certified Building Division of the Permitting and Development Department. The Chief Building Official directly supervises, implements and plans the inspection strategies and day-to-day functions of Electrical, Mechanical, and Structural inspectors applicable to an Ohio Board of Building Standards certified building department. Works in concert with other city departments, including the Mansfield Fire Prevention Bureau, Engineering Division and Richland County Health Department to coordinate and carry out plan review, approval, and inspections.

Enforces federal, state, and local building codes and ordinances regulating construction and alterations for buildings of all types of occupancies. Prepares legal orders, and document preparations for court proceedings against code violators, which requires knowledge of building, fire and housing codes. Convenes, consults and provides technical assistance to architects, contractors, engineers and citizens before and after permits are issued. Mediates difficult decisions and/or disagreements between owners, contractors and inspectors while maintaining good will with the public. During emergencies and critical situations, performs after-hour inspections to ensure public safety. Makes technical decisions while in the field performing inspections and conducting investigations. Reviews and revises city building codes as needed to ensure conformance with standards. Works under the general direction of the Permitting and Development Director.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Any one position may not include all of the specified duties, nor do the examples cover all the duties that may be performed.

- Serves as the Chief Building Official of a certified building department.
- Prepares correspondence to various agencies and individuals in response to specific inquiries about local government.
- Resolves code interpretation differences and problems concerning building plan reviews or inspections among architects, engineers, contractors, and staff.
- Reviews complex building plans and inspections for compliance with applicable national, state, and local codes.
- Reviews City building code and evaluates compliance with requirements of the Ohio Building Code as well as mechanical code, electrical code, and other applicable codes within a certified building department.
- Directs staff; including building, electrical, zoning, and residential inspectors as well as front office team members.

- Writes adjudication orders regarding one, two and three family dwellings and all buildings regulated under the Ohio Building Code; writes proposals and coordinates with department director for revising city building codes.
- Confers with the director; fire prevention, health department and state officials; as well as others regarding code application interpretation and consistency.
- Prepares yearly state report for the inspections and plans examination services within the division.
- Responds to emergencies at the request of the Department Director, Emergency Dispatch, or Safety Service Command Officer at any time of the day or night.
- Provides technical assistance to citizens, contractors, departmental leadership and inter-department city teams in the planning of projects and before or after permits are issued.
- Maintains positive relations within the community, and good will among neighbors engaged in business with the Building Regulations Division.
- Reviews and recommends applications for contractor licenses per Mansfield Codified Ordinances

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.

REQUIRED EXPERIENCE AND TRAINING:

- Must be able to obtain certification by the Ohio Board of Building Standards as a Building Official. (Requires licensure as a registered Ohio Architect or Engineer, or 10 years equivalent Construction oversight responsible for obtaining approvals and inspections)
- Two years experience in building department administration

OTHER PREFERRED QUALIFICATIONS

- Previous experience in certified building department administration
- Certification as a Master Plans Examiner through the Ohio Board of Building Standards
- Certification in a specialty such as Electrical, Mechanical, or other combination through the Ohio Board of Building Standards

ADDITIONAL REQUIREMENTS:

You must possess a Valid Ohio Drivers' License.

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."

