

JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO

**BUILDING OFFICIAL** - A combination of other certifications may meet minimum requirements for eligibility.

ORDINANCE: #25-156

POSTING DATE: 11/13/25

DEADLINE DATE: 12/03/25

ANNUALLY: \$52,000 - \$72,000

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the Building Official position in the **PERMITTING AND DEVELOPMENT DIVISION**:

REQUIRED EXPERIENCE AND TRAINING:

- Certification as a Building Official through the Ohio Board of Building Standards **OR** A minimum Building Inspector certification plus two (2) or more additional certifications under Building, Electrical, Mechanical, Fire Systems, and/or Energy. Three (3) years of experience in building inspection, construction supervision, or a related field.
- Associate degree in construction technology, engineering, architecture, or related discipline preferred but not required.
- Valid Ohio driver's license required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of building construction methods, materials, and practices.
- Knowledge of the Ohio Building Code and related codes and ordinances.
- Ability to read and interpret construction plans and specifications.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with the public and fellow employees.
- Skill in performing field inspections and documenting results accurately.

ABOUT THE POSITION:

The City of Mansfield's Permitting and Development Division is seeking a qualified and motivated Building Official (or identified acceptable equivalent) to join our Certified Building Division — a team committed to excellence, safety, and customer service. Mansfield is a development-friendly community experiencing strong reinvestment in housing, downtown, and neighborhood revitalization projects.

The ideal candidate will be a proactive problem-solver who enjoys variety in daily work, takes pride in public service, and values teamwork in a professional regulatory environment.

GENERAL STATEMENT OF DUTIES:

Performs technical inspection and plan review in the Certified Building Division under supervision of the Chief Building Official and Director of Permitting and Development. Ensures compliance with the Ohio Building Code, Residential Code of Ohio, electrical, mechanical, plumbing, and other applicable codes. Provides assistance to contractors, architects, engineers, and the public regarding building requirements, and assists in maintaining records and reports necessary for certification by the Ohio Board of Building Standards.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Performs building, electrical, mechanical, and structural inspections to ensure compliance with approved plans and applicable codes, as certifications permit.
- Assists with plan reviews for new construction, alterations, and repairs for compliance with building, mechanical, electrical, plumbing, accessibility, and energy codes as certifications permit.
- Prepares inspection reports, correspondence, and documentation for compliance.
- Issues correction notices and assists in preparing adjudication orders as directed by the Chief Building Official.
- Provides technical assistance to contractors, engineers, and citizens before and after permits are issued.
- Coordinates with other City divisions, including Fire Prevention and Engineering to ensure complete and consistent project review.
- Responds to field inquiries and performs on-site investigations as needed.
- Maintains records and assists with annual reporting required by the Ohio Board of Building Standards.
- Supports the Chief Building Official in maintaining certification requirements for the department.

OTHER PREFERRED QUALIFICATIONS:

- Certification as an Electrical Safety Inspector strongly desired.
- Experience working within a certified municipal building department.
- Strong customer service and conflict-resolution skills.

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