

MIAMI COUNTY DEPARTMENT OF DEVELOPMENT

JOB ANNOUNCEMENT

JOB TITLE: Residential Building Official– FULL TIME

SALARY – \$19.58 DOQ

NATURE OF JOB:

Examination of all types of residential construction documents to determine compliance with applicable codes, standards, regulations and policies, and for accuracy and completeness; effectively communicate the results of plan examination as designated by the Chief Building Official; review of plans and approvals of residential construction; tracks progress of and takes necessary actions to expedite review and approval of plans and projects. Performs on-site inspections of residential construction to ensure compliance with approved construction documents. Effectively communicates relevant code requirements to building owners, architects, engineers, developers, contractors and the general public as requested; provides general guidance to professional, technical and office staff involved in the interpretation and communication of codes, standards, regulations and policies; advises staff in applicable codes and standards, methods of proper plan review and inspection. May perform complex and innovative research and make recommendations on various technical issues including alternative or new materials or methods of construction for compliance with applicable codes and standards for residential construction; may analyze and prepare recommendations for text changes to applicable codes and standards. Prepares detailed technical reports and correspondence; estimates quantities and costs.

MINIMUM QUALIFICATIONS:

Completion of post-secondary education and minimum five (5) years' experience as a residential contractor or non-residential contractor or superintendent with responsibility for obtaining approvals and inspections of structures regulated by the Ohio Board of Building Standards. Must be a certified Residential Building Official in the State of Ohio; must possess a valid Ohio driver's license and proof of insurance. Other preferred certifications and/or licenses include certified Electrical Safety Inspector (ESI) in the State of Ohio; CHIP program Housing Specialist, Lead Risk Assessor, and assist with CHIP specification writing and project bidding; or ability to obtain within one (1) year of hire.

METHOD OF APPLICATION:

All interested applicants may acquire an application at the Miami County Job Center, 2040 North County Road 25-A, Troy, OH45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at www.miamicountyohio.gov Applications must be submitted via the website or returned to above address by 4:00 PM, **Friday September 27, 2019.**

**MIAMI COUNTY JOB AND FAMILY SERVICES IS
ACCESSIBLE TO THE DISABLED**

**MIAMI COUNTY OPERATIONS & FACILITIES
IS AN EQUAL OPPORTUNITY EMPLOYER**

JOB DESCRIPTION

JOB TITLE: Residential Building Official

FLSA STATUS: Non-Exempt

DEPARTMENT: Department of Development

CIVIL SERVICE STATUS: Classified

REPORTS TO: Chief Building Official

EMPLOYMENT STATUS: Full-time

ESSENTIAL FUNCTIONS

Examination of all types of residential construction documents to determine compliance with applicable codes, standards, regulations and policies, and for accuracy and completeness; effectively communicate the results of plan examination as designated by the Chief Building Official; review of plans and approvals of residential construction; tracks progress of and takes necessary actions to expedite review and approval of plans and projects.

Performs on-site inspections of residential construction to ensure compliance with approved construction documents.

Effectively communicates relevant code requirements to building owners, architects, engineers, developers, contractors and the general public as requested; provides general guidance to professional, technical and office staff involved in the interpretation and communication of codes, standards, regulations and policies; advises staff in applicable codes and standards, methods of proper plan review and inspection.

May perform complex and innovative research and make recommendations on various technical issues including alternative or new materials or methods of construction for compliance with applicable codes and standards for residential construction; may analyze and prepare recommendations for text changes to applicable codes and standards.

Prepares detailed technical reports and correspondence; estimates quantities and costs.

May act as liaison between County and State Board of Building Standards, National Code organizations, and various code associations; may represent County and present County position at state and national code revision hearings; maintains liaison with and attends meetings with other governmental agencies, various trade, business and commercial organizations, interest groups and general public.

Prepares and maintains records, reports, and other documentation related to the operation of the department.

Maintains required licensures and / or certifications.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE, EDUCATION, LICENSES, CERTIFICATION

Completion of post-secondary education and minimum five (5) years' experience as a residential contractor or non-residential contractor or superintendent with responsibility for obtaining approvals and inspections of structures regulated by the Ohio Board of Building Standards

Must be a certified Residential Building Official in the State of Ohio; must possess a valid Ohio driver's license and proof of insurance.

Other preferred certifications and/or licenses include certified Electrical Safety Inspector (ESI) in the State of Ohio; CHIP program Housing Specialist, Lead Risk Assessor, and assist with CHIP specification writing and project bidding; or ability to obtain within one (1) year of hire.

LANGUAGE SKILLS

Ability to read and interpret construction documents such as plans, blueprints, architectural and engineer drawings. Ability to read and interpret various other documents such as safety rules, operating and maintenance instructions, and procedure manuals; Skilled at writing routine reports and correspondence; Ability to speak effectively before the Board of County Commissioners and members of the public, senior managers and employees of organization.

MATHEMATICAL SKILLS

Ability to solve mathematical problems and develop formulas that add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and exponents; compute rate, ratio, and percent; draw and interpret graphs. Knowledge of basic algebra, financial ratios, time value of money calculations, data and statistical analysis.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING ENVIRONMENT

Must be able to work in a construction environment/setting, including in various outside weather conditions and in and around the following:

- Floor openings
- Wall openings and holes
- Open-sided floors
- Platforms and runways
- Stairs
- Fixed industrial stairs.
- Portable wood ladders.
- Portable metal ladders.
- Fixed ladders
- Scaffolding

- Air contaminants
- Noisy operations or activities.
- Lead, including lead based paints or lead from other sources

Must have knowledge of the following:

- General requirements for use, care, and limitations of personal protective equipment
- Portable Fire Extinguishers.
- Safety Related Work Practices. (check residential and commercial electrical systems)

Must wear/utilize relevant safety gear as applicable, including:

- Occupational foot protection due to potential impact of objects to the feet.
- Occupational head protection due to potential impact to the head from objects.
- Eye and ear protection.

Other unique working conditions include:

- works in or around crowds
- has contact with potentially violent or emotionally distraught persons
- has exposure to potentially vicious animals
- has exposure to life threatening situations
- has exposure to hot, cold, wet, humid or windy weather conditions
- has exposure to hazardous driving conditions

***** This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. This position description supplies the general requirements of this position and in no manner should it be implied that the above are the only duties or responsibilities performed by the position incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and/or assigned.**

My (employee) signature below signifies that I have reviewed the Position Description and that I understand the contents thereof.

(Employee Signature)
