

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

POSITION: Assistant Chief Building Official PAY GRADE: 13
DEPARTMENT: Building Inspection STATUS: Unclassified,
FLSA Exempt, Administrative

PURPOSE OF POSITION

The purpose of this position is to assist the Chief Building Official in the daily operation of the Building Inspection Department.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Interprets, administers and enforces State and local codes to regulate the building construction industry by establishing, updating, maintaining, and implementing procedures for plans reviews, permit issuance and inspections of buildings to ensure public safety; assists with implementation and interpretation of state building code changes.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; maintains standards through the effective coordination of activities; provides recommendations concerning new hires, transfers, promotions, disciplinary action, discharge, and salary administration.

Conducts technical reviews of building and construction documents, plans, and related information; directs and performs plans reviews; analyzes information to determine compliance with current building codes and associated standards and to determine condemnation of property; provides assistance with planning and zoning reviews; reviews technical reports for compliance.

Assists with developing, implementing and managing the budget; monitors expenditures to ensure compliance with budgetary guidelines.

Oversees, guides and participates in field inspections; assists with establishing policies and procedures governing the inspection process; renders interpretation of codes; troubleshoots issues.

Performs related administrative and technical tasks for the department; monitors activities and reviews procedures to ensure continued compliance with requirements.

Attends various meetings with design professionals, lawyers, and architects to provide information and recommendations and gather information; meets with contractors to provide information and resolve problems.

MINIMUM QUALIFICATIONS

Bachelor's degree in Construction Management, Architectural Engineer or related field preferred. Successful applicant must possess Building Official certification or obtain within two years of employment (refer to the rules set by the Ohio Board of Building Standards). Must possess a valid driver's license.

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PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid-level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences interactive effects and relationships. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory, non-routine, technical and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.