

Chief Building Official

Salary: \$62,273.48 – \$75,000.00

FLSA: Full-time, exempt

Post Date: Wednesday, March 28, 2017

Expiration Date: *until filled*

Olmsted Township is a growing community with more than 1000 acres of developable land in a highly desirable location with a Triple A rated school system. Both residential and commercial development are in progress and expected to continue over the next 5-10 years. The township is searching for a Chief Building Official to head the Olmsted Township Building Department and work collaboratively and effectively with existing staff, Board of Trustees, Leadership Team - as well as Cuyahoga County and other cooperating agencies. The position would also work collaboratively with the residential and business community to ensure building, zoning and code enforcement standards while preserving the integrity of the community and its quality of life.

THE POSITION – The Chief Building Officer will be an experienced and motivated individual with strong management and problem solving skills. Excellent written and oral communication skills are required. The applicant must be customer service oriented and solutions driven. As this is a small department much of the inspection work as well as interaction with zoning/code enforcement and engineering will require a hands-on approach.

Qualified candidates must have experience, knowledge and the ability to perform building permit plan review, and construction inspections. The candidate must be thoroughly familiar with the Ohio Revised Code Section 519 relevant to township zoning as well as the International Building Code adopted by Olmsted Township in 2015. It is expected that the candidate will work efficiently and effectively to understand the Zoning Code of Olmsted Township adopted in 2000 and amended in 2013 as well as the Master Plan for Land Use and the attendant map. Candidates must also have experience in making public presentations. The position requires effective interaction with a wide audience. The candidate must demonstrate proven ability to lead and manage staff and processes, act to enforce the rules, regulations and standards of the Olmsted Township Building Department, accept and approve plans and specifications, and inspect or supervise the inspection of all residential and commercial buildings.

RESPONSIBILITIES include:

- Performing commercial and residential plan review to ensure compliance with all applicable codes.
- Performing building and mechanical inspections of commercial and residential building of new construction and existing structures for compliance with adopted building codes.
- Making final determinations regarding the technical aspects of building code requirements for residential, commercial and other development projects to ensure compliance.
- Working with the Zoning Inspector/Code Enforcement Officer and others to negotiate acceptable solutions for code compliance.
- Negotiating and managing third party plan review and inspection service as appropriate.
- Coordinating the building permit review and inspection processes.
- Providing sustained leadership and management direction within the department; establishing performance goals and evaluating the work, progress and performance of staff.

- Assisting the public in dissemination information and facilitating the permit review and inspection process.
- Working with the Board of Trustees and Fiscal Officer to prepare the annual budget, establish goals and objectives, policies and procedures.
- Providing information and expertise to the Board of Trustees in handling various building, zoning economic development and other property related issues in the community.
- Offering informational seminars, website management, write articles and press releases that inform and educate the constituency.
- Working collaboratively with the Zoning Commission to review and recommend changes to the Olmsted Township Zoning Code to ensure consistent and appropriate standards for construction of new and existing facilities and with the Board of Zoning Appeals in determining appropriate variances and conditional usage. The Building Official will provide an executive summary to the Board/Commission and information as requested.
- Reviewing and recommending revisions to the Township's fee schedule and well as other processes/ procedures.
- Supervising accurate records of permit and complaint activities, inspections, problems and resolution.
- Supervising and prepare as appropriate, a variety of reports regarding permit applications, permits issued/finalized, building valuations, receipts, inspections and resolution.
- Attending and participate in professional group meetings, seminars and conferences as appropriate to the position; stay abreast of trends and innovations in the field of building construction, plan review, and inspection.
- Performing related duties and responsibilities as required and requested.

EXPERIENCE:

- Minimum of three years of increasingly responsible experience in building code administration with at least two years in a supervisory role.
- Minimum of five years increasingly responsible experience in building inspections and plan review.
- Some work experience in a township setting.

Educational Background: Bachelor's degree in a related field, desired

License or Certifications:

- Must hold the following certifications in accordance with Ohio Revised Code 3781:
- Mechanical
- Electrical
- Structural

The following certifications are desired in accordance with Ohio Revised Code 3781:

- Plumbing
- Smoke Detection
- Fire Prevention & Suppression

Valid State of Ohio driver's license, and ability to be insured through Olmsted Township carrier.

BENEFITS: Olmsted Township offers a competitive benefit package, inquiries regarding the package can be made to tdietrich@olmstedtownship.org

How to apply: See the Olmsted Township website at www.olmstedtownship.org and download an application. Complete and attach along with your letter of interest, resume and credentials and submit to the Olmsted Township Board of Trustees at 26900 Cook Road, Olmsted Township, OH 44138 before the close of business Friday, April 15th, 2017.

Olmsted Township is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, Olmsted Township complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Olmsted Township also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.