

<b><u>CLASSIFICATION TITLE:</u></b> Residential Building Official	<b><u>CLASS NUMBER:</u></b> 40103	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Economic Development & Planning	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N19	<b><u>POSITION CONTROL #:</u></b> 051115
<b><u>POSITION LOCATION:</u></b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (051100)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Building Plans Examiner (051122), Building Inspector (051123) Building Permit Clerk (051121)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Residential Building Official classification is to implement and enforce all national, state, and local codes applicable to an Ohio Board of Building Standards of a certified building department and local building department and reviewing and revising the Building Code as needed to ensure conformance with standards.

**JOB DUTIES:**

Serve as the Building Official and Residential Building Official of a certified building department and certified residential building department. Review building plans and inspections for compliance with applicable national, state, and local codes. Resolve code interpretation differences and problems concerning building plan reviews or inspections among architects, engineers, contractors, and staff. Provide guidance and supervision to Building Department Staff. Confers with the Assistant Director, fire prevention officials, state officials, and others regarding code application, interpretation and consistency.

Perform required Residential Building Official activities per the Residential Building Code of Ohio/2019 Ohio Residential Code. Perform Electrical and/or HVAC/mechanical inspections as requested by Franklin County residents. Perform residential plan reviews.

Write adjudication orders regarding one, two and three family dwellings and all buildings regulated under the Ohio Building Code. Sign off on violations and interfaces with the Franklin County Prosecutor’s Office in enforcement actions. Verify and sign off on all Certificates of Occupancy. Utilize Mobile system to enter and track permits/inspections.

Write proposals for revising and improving Building Department procedures and submits them to the Director and Assistant Director for approval. Prepare end of the month report to Director and Assistant Director that outlines all building activity. Prepare Monthly Assessment Reports as required by the State Board of Building Standards, as well as, the yearly state report for the inspections and plans examination section. Prepare annual report to the Board of Commissioners and general public.

May serve on committees at local, state and national levels to develop and implement changes to existing codes. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; workforce planning; employee training and development; supervision; safety practices; agency policies and procedures; government structure and process; interviewing; Engineering. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical everyday problems; understand practical field of study; recognize safety warnings; add, subtract, multiply and divide whole numbers; maintain accurate records; interview job applicants effectively; understand manuals & verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; arrange items in numerical or alphabetical order; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Associate’s degree in engineering, architecture, building inspection technology, or related field with two (2) years of experience in the administration and enforcement of building codes; or any equivalent combination of training and experience.

**Additional Requirements**

Valid State of Ohio certificate as an Architect or registered Professional Engineer.

Valid State of Ohio certification as a Building Official and Residential Building Official. Substitution: Valid interim certification issued by the Ohio Board of Building Standards. Full and final certification as Chief Building Official and Chief Residential Official must be obtained by the end of the probationary period.

Possess and maintain a valid Ohio driver's license

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the transfer or promotion of other employees.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date