

JOB TITLE: BUILDING COMMISSIONER

REPORTS TO: MAYOR

Job purpose:

As Chief Building and Zoning Inspector, this individual is responsible for the enforcement of building and zoning codes for the City, performance of building and zoning inspections of houses and accessory structures, floodplain administration, and monitors business occupancies with cooperation of the Fire Department and Lake County Health District.

Duties and responsibilities:

1. Perform in-house inspection and house reviews for accessory structures such as decks, swimming pools, screened porches and three season rooms. Review all projects and inquiries for zoning and local building code compliance.
2. Responsible for the building and zoning code enforcement for the City. Perform all inspections for the compliance with the Residential Code of Ohio and supervise subcontractor inspectors for same.
3. Work with City Engineer to establish new addresses for new developments in the City.
4. Monitor progress of all commercial projects for the City. Work with the Fire Department and Lake County Health District to establish regulatory procedures for commercial business occupancies.
5. Special projects or duties as assigned.

Qualifications:

- High School Diploma or Equivalent
- Strong verbal and interpersonal skills
- Accuracy, good judgment and integrity with excellent organizational skills
- Knowledge of building and zoning ordinances

Experience & Education Required:

- Certification by the Ohio Board of Building Standards as Residential Building Official
- Certification by the Ohio Board of Building Standards as Residential Plumbing Inspector

- Other certifications such as Electrical Safety Inspector, Property Maintenance, and Certified Flood Plain Manager a plus.

Working conditions:

Must be physically able to perform housing inspections as needed.

Direct reports:

Building and Zoning Clerk

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.

Approved by:

Date Approved:

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