

# MEDINA COUNTY COMMISSIONERS

## Job Description

### Residential Building Official

#### Building Department



#### SUMMARY

The Residential Building Official works under the direct supervision of the Chief Building Official, Building Department. Provides administrative oversight of residential codes, plan review, certificates of occupancy and other related procedures. Serves as liaison with professional designers, builders, owners, and related professional groups. Works independently and within a team environment to provide a professional service to the residents of Medina County in order to assure that residential construction is economically reasonable, meets minimum state codes, and provide safe and sanitary dwellings and their accessory structures. Provides code instruction and interpretations to diverse group of customers doing business within the County.

#### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Principal Legal Requirements – Required by Chapters 4101:8-1 to 4101:8-43 of the Administrative Code designated as the Residential Code of Ohio – R103.2: 2.1 “The residential building department shall have in its employ or under contract one person appointed by the municipality, township, or county certified as a residential building official and designated responsible for the overall administration of a residential building department and enforcement of the rules of the board. The residential building official certification also qualifies the individual to perform residential plans examinations and residential building inspections.”
- II. Administrative – signs residential plan reviews, residential adjudication orders, certificates of occupancy, time-limited certificates of occupancy, temporary certificates of occupancy, etc. Prepares correspondence, memos, and emails to respond to regularly occurring requests for information relevant to building code development and enforcement. Prepares helpful technical handouts for those building within the County. Does research and interpretations of the Residential Code of Ohio and its approved referenced standards. Coordinates appeals for Medina County Board of Building Appeals and Medina County Residential Board of Building Appeals. Provides pertinent information to the Medina County Home Builders Association. Performs special inspections as requested to provide technical assistance in unusual situations. **Time spent: 35%**
- III. Plan Review – conducts thorough review of all residential plans submitted for permitting. Composes adjudication orders and communicates with owners, architects, engineers, designers, builders, tradesmen, and other related entities. Gives plans approvals to residential plans for permitting. **Time spent: 45%**
- IV. Interagency Coordination – Acts as liaison with other building departments, professional code bodies, zoning officials, Medina County Highway Engineering Department including the Floodplain Administrator, Sanitary Engineering Department, and Health District for residential issues. **Time spent: 5%**

Class #: XXXXXXXX    Class Title: Residential Building Official    Position Control #: XXXXX.0    Normal working Hrs: 8 a.m. to 4:30 p.m.  
County of Employment: Medina    Working Title: Residential Building Official    Pos # & Title of Supervisor: Chief Building Official #: 24113C

- V. Professional Development – Attends State mandated continuing education for all certifications, earning the minimum 30 credit hours per three-year cycle for each certification. Attends code-related conferences, local Home Builders' Association monthly meetings and other related functions. **Time spent: 5%**
- VI. Technical Assistance – Provides technical instruction and assistance to the building inspectors and office personnel. Prepares and engages in public speaking on behalf of the Building Department when requested. **Time spent: 10%**

**Class Title / Position Number of Position(s) Supervised:**

**None**

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<p>(1) Must meet experience requirements set forth by the Ohio Board of Building Standards (BBS) and the International Code Council</p> <p>(2) Certified by BBS as Residential Building Official and Ohio Building Code Building Inspector.</p> <p>(3) Meet minimum continuing education requirements of BBS.</p> <p>(4) Functions and structure of County Building Department.</p> <p>(5) Use and operation of standard office equipment.</p> <p>(6) Knowledgeable in reading and interpreting blueprints, topographic maps, and other construction plans and isometric drawings.</p> <p>(7) Complete technical and working knowledge of residential building codes.</p>	<p>Signs residential plan reviews, adjudication orders, and certificates of occupancy</p> <p>Prepares technical handouts for the general public.</p> <p>Researches and interprets codes and referenced standards..</p> <p>Performs special inspections upon request to provide technical knowledge and expert opinion.</p> <p>Answers non-routine questions from registered design professionals and building industry.</p> <p>Attends continuing education, conferences, and Home Builders' Association building code issues meetings.</p>
Skills:	<p>(8) Keyboard skills at a minimum of 45 words per minute.</p> <p>(9) Possess above-average mathematical skills.</p> <p>(10) Possess excellent composition and communication skills.</p> <p>(11) Attention to detail in reviewing and interpreting architectural drawings, engineering reports and recommendations.</p> <p>(12) Interpersonal skills, poise, tact patience, and diplomacy.</p> <p>(13) Provide alternative solutions to complex issues where economical considerations come into play.</p> <p>(14) Establish policy and procedures for appeals process.</p> <p>(15) Retrieve, compile, and report data.</p> <p>(16) Delegate tasks to appropriate office personnel.</p> <p>(17) Effectively instruct building inspectors, builders, and other affected parties in code changes and application.</p>	<p>Coordinates appeal process for the Medina County Board of Building Appeals and the Medina County Residential Board of Building Appeals.</p> <p>Conducts complete plan review and issues approvals.</p> <p>Composes correspondence and correction letters to architects, engineers, and designers.</p> <p>Liaison with many industry related departments and professional code bodies.</p>
Ability:	<p>(18) Excellent command of the English language.</p> <p>(19) Speak and write effectively.</p> <p>(20) Summarize data, prepare adjudication orders, and make recommendations based on findings that contribute to problem solving and achieving work objectives.</p> <p>(21) Present information for use by administrative level staff, building inspectors, builders and registered design professionals.</p> <p>(22) Establish and maintain harmonious working relationships with administrative officials, fellow employees, and the general public.</p> <p>(23) Plan, organize, prioritize and execute daily work with minimum supervision.</p> <p>(24) Excellent grasp of technical building code issues.</p>	<p>Grants plan approval for permitting.</p> <p>Works independently and within a team environment to provide professional services to industry professionals and the general public.</p> <p>Provides technical instruction and assistance to building inspectors and office personnel.</p> <p>Confer with architects, contractors, builders &amp; the general public.</p> <p>Maintain cooperative working relationship with property owners, contractors, design professionals, fellow employees &amp; public.</p> <p>Provides technical instruction and assistance to building inspectors and office personnel.</p> <p>Prepares and engages in public speaking when on behalf of the Building Department upon request.</p>

**MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

**MINIMUM CLASS REQUIRMENTS**

- 1) High school diploma or GED.
- 2) Four (4) years construction of building inspection experience.
- 3) Possession of, or ability to obtain, certification as a Residential Building Official and Ohio Building Code Building Inspector.
- 4) Valid Ohio Driver's License and clean driving record.

**COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.
- Possess mobility to work in a standard office setting and use standard office equipment and travel throughout county.
- Strength to lift and carry materials weighting up to 60 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Perform inspections on sites having limited access due to rough grading and/or in various stages of on-going construction.

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_