

## **JOB DESCRIPTION**

### **City of Hillsboro**

An Equal Opportunity Employer

<b><u>Title</u></b>	Chief Building Official (CBO)/Code Enforcement Officer
<b><u>Reports To</u></b>	Safety & Service Director
<b><u>Employee Status</u></b>	Full-time
<b><u>FLSA Status</u></b>	Non-Exempt

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#### **QUALIFICATIONS:**

- High school diploma or equivalent or Associate's Degree in fields listed under "Education and Experience"
- Training and/or experience in maintenance and/or construction.
- Valid Ohio Driver's License
- CBO Certification

#### **GENERAL DESCRIPTION:**

Chief Building Official for the city's building department. Inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approves plans, specifications, and standards. Inspects existing housing structures and property as well as enforcement of ordinances, zoning regulations and environmental nuisances.

Work includes responsibility for performing field and office work. Inspections are conducted independently in accordance with departmental regulations.

#### **ESSENTIAL FUNCTIONS:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Inspects commercial, industrial, and residential buildings during and after construction, alterations, and repairs to ensure compliance with applicable codes and ordinances to include but not limited to building, electrical, plumbing, mechanical, approved plans, specification, and standards.
- Reviews plans and specifications for compliance with code provisions and inspects properties as required to approve plans and specifications.
- Inspects work sites to ensure possession of required licenses and permits.
- Conducts inspections for compliance with the City minimum housing and zoning codes and investigates complaints of unauthorized installations, violations of city codes, planning and zoning ordinances, tree ordinances, sign

ordinances, and property maintenance.

- Identifies violations as a result of inspections and document reviews.
- Proactively finds code violations and initiates contact with violator.
- Interacts with business owners, property owners, and contractors. Conveys information regarding deficiencies and/or violations noted during inspections or investigations and provides technical assistance and recommends corrective actions as necessary.
- Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliances.
- Issues compliance and/or violation notices establishing time constraints for compliance and posts properties in accordance with state laws as required.
- Enforces compliance with the City's zoning code regulations.
- Prepares documentation for City Council agendas and for the placement of advertisements.
- Develops paperwork as deemed necessary to support court cases.
- Compiles and completes data for administrative and public reports; composes routine memos, letters, legal forms, notices and other material required for efficient job performance and code compliance.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions and other job-related activities including accurate and detailer information regarding code enforcement activity to substantiate violations; draw diagrams or illustrations as necessary and take photographs.
- Assists in the review of plans and specifications for permit approval and issuance as required.
- Confers with Safety and Service Director and Chief of Police as necessary for technical assistance and information.
- Maintains records of inspections and actions taken as required.
- Develops and administers a proactive code enforcement program

**OTHER DUTIES AND RESPONSIBILITIES:**

- Provide staff assistance to the Safety and Service Director; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of code enforcement administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints with the utmost tact.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of all federal, state and local housing, building, and zoning laws,

- codes, and regulations governing all aspects of use and occupancy.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to detect code and ordinance violations and to determine appropriate remedial actions. (e.g., Ability to detect and identify deficiencies in materials or construction).
- Ability to effectively present information and respond to questions from the general public.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to work with mathematical concepts and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with the public tactfully and courteously.
- Possess strong customer service skills with the ability to remain calm in sometimes stressful situations.
- Ability to extract legal descriptions and ownership information from records as required.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret and apply plans specifications, drawings, and blueprints to work in progress.
- Maintain harmonious and effective working relationships with other employees, supervisor and other departments.
- Ability to maintain regular and consistent attendance.

### **Education and Experience**

High School or equivalent or Associate's degree in construction management, public administration, urban studies, or related studies, three years related experience in structural inspections and/or training in the methods, materials, and techniques involved in building construction, repair, and alteration and the installation of electrical plumbing and heating systems and equipment, or equivalent combination of education and experience.

### **Required Licenses or Certificates**

- Must possess a valid Ohio driver's license.
- Must possess OBC Building Inspector Certification (4101:7-3-01(E))

### **Physical Demands and 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.

Physical requirements include occasional lifting/carrying of 50+ pounds. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, and depth perception. Hand and eye coordination and manual dexterity are necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.

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**PERFORMANCE EVALUATION:**

Per the City of Hillsboro's contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director.

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Approved by Safety Service Director

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Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description. I received a copy of the City of Hillsboro Personnel Manual.

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Employee's Signature

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Date