



## CITY OF CHILLICOTHE

LUKE M. FEENEY, MAYOR

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The City of Chillicothe Civil Service Commission is accepting applications to establish an eligibility list for the following positions:

# CHIEF BUILDING OFFICIAL ENGINEERING DEPARTMENT

Salary Hourly Rate: \$39.00

**APPLICATIONS ACCEPTED: Continuous Posting**

Applications are available on the City of Chillicothe's website:

<http://www.chillicothe.com/departments/humanresources.php>

Applications along with a resume must be submitted to

[HR@chillicotheoh.gov](mailto:HR@chillicotheoh.gov), no later than 4:30 P.M. on closing date.

### **NATURE OF WORK:**

This is technical field and office work in securing compliance with the municipal building code and related laws and ordinances.

Work involves responsibility for making routine and special inspections of buildings to ensure the safety of occupants through enforcing compliance with structural safety and sanitation requirements, and with related regulations. The classification completes plan reviews for residential projects; oversees inspections of public and private construction projects to ensure that health, safety, and welfare regulations are met.

### **ESSENTIAL JOB FUNCTIONS:**

Supervises and leads assigned staff; directs day-to-day operations of the Building Division;

Ensures compliance with City Codified Ordinances, Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code; and National Fuel Gas Code; monitors state certification of Building Division.

Provides information to the general public and contractors on building codes and interpretations of such codes, general construction problems, and other building code related issues; receives and responds to complaints or inquiries from citizens, attorneys, government officials, and others regarding building ordinance issues.

Investigates reported building and zoning violations; makes reports to the City Engineer recommending issuance of contested permits or calling attention to violations.

### **REQUIRED EXPERIENCE/TRAINING:**

Required to have/maintain State of Ohio Building Official Certification.

Required to have/maintain State of Ohio Residential Building Official Certification.

Required to have a Bachelor's degree in Business Administration, Public Administration, Architecture, or other related field and five (5) years' experience; or equivalent experience, training, and/or education which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

A valid State of Ohio Driver's license and insurability by the City of Chillicothe's fleet insurance coverage.

A full job description is available in the Human Resources Office.

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*The City of Chillicothe is an Equal Opportunity Employer*