



Position Title: Director of Building Regulations
Department: Building Codes Department
Supervisor: Richland County Board of Commissioners
FLSA Status: Exempt

Position Description:

The primary purpose of this position is to provide direction and leadership for the Richland County Building Codes Department and to oversee the enforcement of applicable building codes. This position performs advanced level managerial work and ensures the Department is customer-friendly with an ability to effectively answer public inquiries.

Position Responsibilities:

1. Supervise Department staff.
2. Resolve issues by maintaining an effective working relationship with employees, builders, developers, and members of the general public.
3. Collect, analyze, and interpret data germane to the position.
4. Oversee public compliance with applicable codes, rules, and regulations; conduct necessary follow-ups on potential code violations.
5. Examine and review plans and approve building and occupancy permits as allowed by law.
6. Represent Richland County and the Board of Commissioners in the community and programs as appropriate.
7. Administer and develop Department budget which includes, but is not limited to: preparing annual budget, budget revisions, authorization of purchase orders, leave requests, and travel requests.
8. Prepare reports and evaluations of Building Department activities as requested.
9. Participate in meetings, oversee strategic planning goals, and implement quality improvement initiatives.
10. Perform other duties as required.

Position Requirements

1. Minimum five (5) years' experience in building design-construction or Ohio Building Code ("OBC") inspection with a certified building department, or ten (10) years' experience as a construction contractor or superintendent of building construction or OBC inspection with a certified building department
2. Must hold one of the following: 1) Valid Building Official Certification from the State of Ohio's Board of Building Standards, or 2) Master Plans Examiner Certification. Very strong preference given to candidates who hold a Master Plans Examiner Certification.
3. Successful candidates must be able to obtain the required certifications listed above along with any other applicable certifications within approved timeline.

Position Qualifications

1. Effective oral and written communication skills including effective public speaking.

2. Excellent interpersonal skills with an ability to: build effective teams, mentor, and coach others.
3. Ability to interact effectively with individuals and agencies in the community.
4. Demonstrate critical thinking, self-motivation, and strong organizational skills.
5. Proficiency in computer technology: Microsoft Office, specifically Microsoft Excel, Google Mail, and other commonly used programs.
6. Ability to drive and transport materials or equipment to various sites, which may include lifting materials weighing 35+ pounds.

Richland County offers a competitive compensation and benefits package. The County benefits package includes: health, dental, life, additional life, optional vision, and other benefits related to public sector employment. Additionally, Richland County employment includes participation in the Ohio Public Employees Retirement System (“OPERS”). Qualified candidates may send a resume-curriculum vitae and a note of interest to Commissioner Tony Vero via E-Mail at tvero@richlandcountyoh.us or via Fax at (419) 774-5862.

Equal Opportunity Employer