

Village of Cuyahoga Heights Position Description

Position Title:	Assistant Building Commissioner	FLSA Classification:	Non-Exempt
Reports To:	Mayor and Building Commissioner	Department:	Administration
Approved By:	Mayor Bacci	Final Approval/Update:	April 4, 2025

POSITION SUMMARY

Performs a variety of routine and complex work in the interpretation, application, and enforcement of adopted building codes (local ordinances and State Codes) and related rules and regulations during predevelopment activities, plan review, on-site inspections, and post-construction observation and code enforcement. Work includes professional administration and managerial oversight.

Under the Direction of the Building Commissioner and/or the Mayor, the Assistant Building Commissioner oversees certain assigned functions of the Village Building Department and directs the work efforts of part-time inspectors and assigned secretarial staff. Coordinates with and assists the Village of Cuyahoga Heights Police Department and Prosecutor with the enforcement of code provisions and prosecution of violations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the position identified above. It describes these duties and responsibilities in broad scope and is not intended to be all-inclusive. Individual(s) in this position may, from time-to-time, be assigned other duties as appropriate.

- Manages the day-to-day activities of the Building Department, as assigned by supervisors.
- Assists in the coordination of pre-building and pre-development activities with the building official, potential builders and developers.
- Conducts competitive bidding of municipal projects, including drafting bid specifications and contracts, advertising for bids, reviewing bids, and recommends lowest and best bid to Council.
- Will attend meetings of the Planning and Zoning Commission, the Board of Zoning Appeals, or meetings of Village Council.
- Proactively and, when directed, investigates, processes and monitors code violations and achieves compliance.
- Inspects and documents unsafe building conditions as directed and reports findings to appropriate Village authorities.
- Enforces Village Ordinances and code relating to the registration and licensing of contractors and/or businesses, and other miscellaneous regulatory licensing.
- Creates detailed and specific reports and other documentation necessary to establish an accurate record of job-related activities and effectively implements (including appropriate staff training and supervision) Department policies and procedures.
- Responsible for receiving and responding to complaints or concerns from residents and businesses.
- Applicant must be able to work in an office environment and have skills to use a computer, telephone and other office equipment as needed to perform the duties required.
- All other duties as assigned.

EDUCATION AND EXPERIENCE

Required

- High school diploma or equivalent.
- Five to seven years of related experience as an inspector, assistant commissioner or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.
- Licensing required for the position:
 - Residential Building Official or interim certification
 - Chief Building Official certification is a plus, along with at least one of the following:
 - Plumbing Inspector
 - Electrical Inspector
 - Building Inspector
- Applicants must be willing to secure a CBO Certification within 36 months.

Other Requirements

- Ability to secure and maintain a driver's license valid in the State of Ohio.
- Must be able to qualify for and remain insurable under the Village's vehicle insurance policy.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to drive a vehicle, stand, walk, talk and hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Requires knowledge of operation and use of motorized vehicles, mobile radio and/or other common communication devices, first-aid equipment, telephone, personal computer and other office equipment and programs (including, but not limited to, photocopy and facsimile machines and E-mail programs) as set forth above to accomplish job duties.

WORKING CONDITIONS/ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee periodically works in outside weather conditions during all times of the year. The noise level in the work environment may be loud in field settings and moderately quiet in office settings.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this

position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date

Print Name